



# **South Piedmont Community College**

# **SPC**

**2000 - 2001 Catalog**



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# **South Piedmont Community College**

Serving Anson And Union Counties

2000 - 2001 Catalog

## **WEST CAMPUS**

721 Brewer Drive  
Monroe, NC 28112  
704-292-1200  
FAX 704-282-4178

## **EAST CAMPUS**

Post Office Box 126  
Polkton, NC 28135-0126  
704-272-7635  
1-800-766-0319  
FAX 704-272-8904

<http://www.ansoncounty.org/spcc>

South Piedmont Community College is a unit of the North Carolina Community College System

South Piedmont Community College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Georgia 30033-4097, Telephone number 404-679-4501) to award Associate degrees.



# MESSAGE

## FROM THE PRESIDENT



Welcome to South Piedmont Community College, established in 1999. North Carolina's newest community college is a multi-campus, single administration institution serving Anson and Union counties. With a broad array of programs and services, SPCC is committed to meeting the needs of our community. Whether you enroll in a technical, vocational or college transfer program, we are prepared to offer you the best training and education possible.

SPCC is committed to scheduling courses in a variety of session lengths with a range of times. We do this to help students fit education into already busy schedules. SPCC is also committed to using a variety of instruction methods. That means you can get the same fine instruction in the privacy of your home through our distance learning programs that you get when you enter the classrooms on our East and West campuses. It also means that you can be a part of community-based projects that allow you to apply classroom theory in real life situations.

SPCC is a learning college where learning is placed first and educational experiences are provided for learners any way, any place, any time!

We hope this catalog will guide you through all that SPCC has to offer.

Donald P. Altieri, President



# board of trustees

Frank Carpenter <i>102 Brooke Drive, Monroe, NC 28112</i>	Appointment 1999 - 2002
Kenneth E. Collins, Secretary <i>1335 West Roosevelt Boulevard, Monroe, NC 28110</i>	1999 - 2004
Anne M. Covington <i>Thrift Loan &amp; Finance, 103 N. Rutherford St., Wadesboro, NC 28170</i>	1999 - 2001
Koyt W. Everhart, Jr. <i>2205 Flagstick Drive, Matthews, NC 28104</i>	1999 - 2002
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Kenneth W. Horne, Jr. <i>Route 4, Box 402E, Wadesboro, NC 28170</i>	1999 - 2004
Gladys McCain Kerr <i>6629 Raymond Helms Road, Waxhaw, NC 28173</i>	1999 - 2003
W. Cliff Martin <i>Polkton Shirt Co., Post Office Box 309, Polkton, NC 28135</i>	1999 - 2003
George Lee Miller <i>2202 Griffith Road, Monroe, NC 28112</i>	1999 - 2004
Henry H. "Punky" Morton <i>Selectronics, 100 Covington Street, Wadesboro, NC 28170</i>	1999 - 2003
E. Lynn Raye, Board Chair <i>Commercial Piping &amp; Fabricating, Post Office Box 400, Marshville, NC 28103</i>	1999 - 2004
Richard Stone <i>7425 East Highway 74, Marshville, NC 28103</i>	1999 - 2001
Jarvis T. Woodburn <i>Coffing Hoists, Post Office Box 779, Wadesboro, NC 28170</i>	1999 - 2002
Student Association President	

# mission

## South Piedmont Community College

The mission of South Piedmont Community College is to provide accessible, affordable, high-quality education, keeping the learner's needs at the center of decision-making and supporting economic development in partnership with its dynamic and diverse community.

South Piedmont Community College provides leadership for

### Workforce Development by

- Assessing and addressing employers' current and future needs

### Learning by

- Creating student-centered learning opportunities for college transfer, career preparation, continuing education, and basic skills
- Nurturing an environment that values the individual and encourages excellence from students, faculty, and staff

### Community Development by

- Stimulating economic development and enhancing the quality of life

### Quality by

- Providing excellent customer service by focusing on process improvement and staff development

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### **The South Piedmont Community College Catalog**

All statements in this publication are announcements of present policies and are subject to change at any given time without prior notice. South Piedmont Community College reserves the right to make changes in program requirements and offerings, in regulations, and in fees. South Piedmont Community College also reserves the right to discontinue at any time programs or courses described in this publication. While every effort will be made to give advance notice of any changes of programs or courses, such notice is neither guaranteed nor required.

# academic calendar

## FALL SEMESTER 2000

August 8	Orientation (East/West Campuses)
August 8 – 12	Registration
August 14	First Day of Classes
August 18	Last Day to Drop a Class and Receive a Refund (1 <sup>st</sup> 8 week session)
August 19	Last Day to Add a Class
August 23	Last Day to Drop a Class and Receive a Refund (16 week session)
September 4	Labor Day Holiday
September 18	Financial Aid Withdrawal Penalty Period Ends (1 <sup>st</sup> 8 week session)
September 25	Last Day for Student Initiated Withdrawal (1 <sup>st</sup> 8 week session)
October 11	End of 1 <sup>st</sup> 8 week session
October 12	First Day of Classes (2 <sup>nd</sup> 8 week session)
October 18	Last Day to Drop a Class and Receive a Refund (2 <sup>nd</sup> 8 week session)
October 9 –10	Fall Break
October 11	Classes Resume
October 25	Financial Aid Withdrawal Penalty Period Ends (16 week session)
November 6	Last Day for Student Initiated Withdrawal (16 week session)
November 10	Veterans Day Holiday
November 17	Financial Aid Withdrawal Penalty Period Ends (2 <sup>nd</sup> 8 week session)
November 27	Last Day to Drop a Class and Receive a Refund (2 <sup>nd</sup> 8 week session)
November 22-24	Thanksgiving Holidays
November 27	Advisement for Spring Semester Begins
December 7	Advisement for Spring Semester Ends
December 8-12	Exams
December 12	Fall Semester Ends

## SPRING SEMESTER 2001

January 2-5	Registration
January 2	Orientation
January 8	First Day of Classes (16 week session and 1 <sup>st</sup> 8 week session)
January 15	Martin Luther King Jr. Holiday
January 11	Last Day to Drop a Class and Receive a Refund (1 <sup>st</sup> 8 week session)
January 12	Last day to Add a class
January 18	Last Day to Drop a Class and Receive a Refund (16 week session)
February 9	Financial Aid Withdrawal Penalty Period Ends (1 <sup>st</sup> 8 week session)
February 15	Last day for Student Initiated Withdrawal (1 <sup>st</sup> 8 week session)
March 6	First Day of Classes (2 <sup>nd</sup> 8 week session)
March 12-18	Spring Break
March 22	Financial Aid Withdrawal Penalty Period Ends (16 week session)
April 3	Last Day for Student Initiated Withdrawal (16 week session)
April 13-15	Easter Holiday
April 16-20	Advisement for Fall Semester (Continuing Students)
April 12	Financial Aid Withdrawal Penalty Period Ends (2 <sup>nd</sup> 8 week session)
April 19	Last Day for Student Initiated Withdrawal (2 <sup>nd</sup> 8 week session)
May 4-8	Exams
May 8	Semester Ends
May 10	Graduation

**SUMMER TERM 2001**

May 31-June 1	Registration
June 4	Classes Begin
June 6	Last Day to Add a Class
June 7	Last Day to Withdraw and Receive a Refund
July 4	4 <sup>th</sup> of July Holiday
July 6	Financial Aid Withdrawal Penalty Period Ends
July 12	Last day for Student Initiated Withdrawal
July 30	Classes End

**FALL SEMESTER 2001**

August 7	Orientation
August 7-11	Registration
August 13	First Day of Classes
August 16	Last Day to Drop a Class and Receive a Refund (1 <sup>st</sup> 8 week session)
August 17	Last Day to Add a Class
August 20	Last Day to Drop a Class and Receive a Refund (16 week session)
September 3	Labor Day Holiday
September 14	Financial Aid Withdrawal Penalty Period Ends (1 <sup>st</sup> 8 week session)
September 21	Last Day for Student Initiated Withdrawal (1 <sup>st</sup> 8 week session)
October 8	End of 1 <sup>st</sup> 8 week session
October 9	Begin 2 <sup>nd</sup> 8 week session
October 11-12	Fall Break
October 13	Classes Resume
October 16	Last Day to Withdraw and Receive a Refund (2 <sup>nd</sup> 8 weeks session)
October 24	Financial Aid Withdrawal Penalty Period Ends (16 week session)
November 5	Last Day for Student Initiated Withdrawal (16 week session)
November 12	Veteran's Day Holiday
November 15	Financial Aid Withdrawal Penalty Period Ends (2 <sup>nd</sup> 8 week session)
November 21	Last Day for Student Initiated Withdrawal (2 <sup>nd</sup> 8 week session)
November 21-25	Thanksgiving Holidays
November 26	Classes Resume
December 7-11	Exams
December 11	Semester Ends

**SPRING SEMESTER 2002**

January 2	Orientation
January 2-4	Registration
January 7	First Day of Classes
January 10	Last Day to Drop a Class and Receive a Refund (1 <sup>st</sup> 8 week session)
January 11	Last Day to Add a Class
January 16	Last Day to Drop a Class and Receive a Refund (16 week session)
January 21	Martin Luther King Jr. Holiday
February 7	Financial Aid Withdrawal Penalty Period Ends (1 <sup>st</sup> 8 weeks session)
February 13	Last Day for Student Initiated Withdrawal (1 <sup>st</sup> 8 weeks session)
March 4-8	Spring Break
March 9	Classes Resume
March 11	End of 1 <sup>st</sup> 8 week session
March 12	Begin 2 <sup>nd</sup> 8 week session



March 15	Last Day to Drop a Class and Receive a Refund (2 <sup>nd</sup> 8 week session)
March 22	Financial Aid Withdrawal Penalty Period Ends (16 weeks session)
March 29-31	Easter Holidays
April 2	Last Day for Student Initiated Withdrawal (16 weeks)
April 15	Financial Aid Withdrawal Penalty Period Ends (2 <sup>nd</sup> 8 weeks session)
April 15-19	Advisement for Fall Semester (Continuing Students)
April 19	Last Day for Student Initiated Withdrawal (2 <sup>nd</sup> 8 weeks session)
May 3-7	Exams
TBA	Graduation

### **SUMMER TERM 2002**

May 30-31	Registration
June 3	Classes Begin
June 6	Last Day to Add a Class
June 7	Last Day to Drop a Class and Receive a Refund
July 4,5	4 <sup>th</sup> of July Holidays
July 8	Financial Aid Withdrawal Penalty Period Ends
July 12	Last Day for Student Initiated Withdrawal
July 30	Classes End

### **FALL SEMESTER 2002**

August 6	Orientation
August 6-10	Registration
August 12	First Day of Classes
August 15	Last Day to Drop a Class and Receive a Refund (1 <sup>st</sup> 8 weeks session)
August 16	Last Day to Add a Class
August 21	Last Day to Drop a Class and Receive a Refund (16 weeks session)
September 2	Labor Day Holiday
September 13	Financial Aid Withdrawal Penalty Period Ends (1 <sup>st</sup> 8 weeks session)
September 20	Last Day for Student Initiated Withdrawal (1 <sup>st</sup> 8 weeks session)
October 7-11	Fall Break
October 12	Classes Resume
October 14	End of 1 <sup>st</sup> 8 weeks Session
October 15	Begin 2 <sup>nd</sup> 8 week Session
October 18	Last Day to Withdraw and Receive a Refund (2 <sup>nd</sup> 8 weeks session)
October 25	Financial Aid Withdrawal Penalty Period Ends (16 weeks session)
November 7	Last Day for Student Initiated Withdrawal (16 weeks session)
November 11	Veteran's Day Holiday
November 19	Financial Aid Withdrawal Penalty Period Ends (2 <sup>nd</sup> 8 weeks session)
November 25	Last Day for Student Initiated Withdrawal (2 <sup>nd</sup> 8 weeks session)
November 27-1	Thanksgiving Holidays
December 11-13	Exams
December 13	Semester Ends

# hours

## of Operation

### EAST CAMPUS, POLKTON

Monday - Thursday 7:30 a.m. - 9:00 p.m.

Friday 7:30 a.m. - 5:00 p.m.

Saturday 8:00 a.m. - 1:30 p.m.

#### *Learning Resources Center*

Monday - Thursday 7:30 a.m. - 9:00 p.m.

Friday 7:30 a.m. - 5:00 p.m.

Saturday 8:00 a.m. - 1:30 p.m.

#### *Lockhart-Taylor Center, Wadesboro*

Monday - Friday 8:00 a.m. - 5:00 p.m.

#### *Little Building, Wadesboro*

Monday - Friday 8:00 a.m. - 5:00 p.m.

#### *Bookstore, Polkton*

Monday - Friday 8:00 a.m. - 5:00 p.m.

8:00 a.m. - 8:30 p.m., Monday - Thursday, during first two weeks of classes each semester

### WEST CAMPUS, MONROE

#### *Brewer Drive*

Monday - Thursday 8:00 a.m. - 8:00 p.m.

Friday 8:00 a.m. - 5:00 p.m.

#### *West Campus Continuing Education Center*

Monday - Friday 8:00 a.m. - 5:00 p.m.



Summer hours of operation at all locations may be different.

The offices of South Piedmont Community College observe the following holiday closings: New Year's Day, Martin Luther King Day, Easter holiday (one day), Memorial Day, Independence Day, Labor Day, Veterans Day, Thanksgiving (Thursday and Friday), and Christmas (Christmas Day plus additional days)

# TERMS

## TO KNOW

To help you with words used by SPCC faculty and staff, here is a list of frequently used terms and their definitions.

**Academic standing:** Entering students must earn a grade point average (GPA) of 2.0 by the end of their first semester and maintain a GPA of 2.0 thereafter.

**Associate in Science (AS):** A two-year college transfer program that concentrates on mathematics and science for the student planning to work toward a bachelor of science degree in a senior college.

**Accreditation:** Various professional agencies appoint teams of evaluators who periodically study South Piedmont's programs and services to ensure that they meet standards of quality and are relevant to the college's purpose.

**Audit:** A course for which you pay tuition and fees but do not receive credit. An Audit Request Form is available in the Counseling Center or from the appropriate division dean.

**Adult High School (AHS):** A program of instruction offered cooperatively with local public school systems to help students earn an Adult High School diploma.

**Catalog:** The publication you can get in the Admissions Office that contains almost everything you need to know about South Piedmont Community College and its programs.

**Advisor:** A person who approves the selection of courses for your chosen field of study and is usually a faculty member or counselor in the Counseling Center.

**Certificate:** A program of study generally requiring 12 to 18 semester hours of course work.

**Associate in Applied Science (AAS):** A two-year technical degree that prepares you for the job market.

**Contact hours:** The actual number of hours in class per week, per course.

**Associate in Arts (AA):** A two-year college transfer program that concentrates on humanities and social sciences for those planning to work toward a bachelor of arts degree in a senior college.

**Continuing Education:** This division provides noncredit courses for citizens who are 18 years old or older. The opportunities are based on individual need and previous educational achievement.



*Continuing Education Units (CEU):* An item of measurement that acknowledges an individual's participation in non-credit class activities. A CEU equals 10 contact hours of participation in an organized continuing education experience under responsible sponsorship, capable direction, and qualified instruction.

*Core courses:* Courses in each curriculum program that teach the essential skills and knowledge necessary for entry-level employment. These courses are listed in bold type.

*Counselor:* A person who provides you with personal, academic, vocational, and career counseling.

*Credit hours:* Every class is worth a value called a credit hour. Every degree, diploma and certificate program requires you to take a certain number of credit hours.

*Cumulative Grade Point Average (GPA):* The average of your grades for all classes taken at South Piedmont Community College. It is calculated by adding all earned quality points and dividing by the number of credit hours taken.

*Curriculum:* The program of courses required to receive a degree, diploma or certificate in your chosen area of study.

*Developmental Studies:* This program offers a series of courses for preparation, remediation, and academic guidance if you do not meet the entrance requirements for the curriculum of your choice.

*Diploma:* Curriculums that usually take one to two semesters to complete. Courses are generally not designed to transfer to a 4-year school.

*Drop/Add:* When you adjust your schedule by dropping courses you registered for but no longer wish to take, and/or adding other courses. The Drop/Add period is limited and is indicated on the calendar.

*Electives/Unrestricted Electives:* A course which is not specifically named in your curriculum, but is required to graduate. Check with your academic advisor before choosing an elective.

*Financial Aid:* Grants (monies given to students through the federal and state governments) and scholarships are available to qualified students to help you meet your educational expenses.

*Full-time student:* A student who is taking at least 12 credit hours. A student who is registered for 11 credit hours or fewer in one semester is a part-time student.

*GED (General Educational Development):* Persons who have not completed high school may choose to take a series of tests that correspond to most high school curriculums to determine if they qualify for a high school equivalency diploma.

*Human Resources Development (HRD):* A program to help unemployed or underemployed adults develop the essential skills needed for securing and maintaining employment.

*Independent Study/By Appointment:* A credit course, allowed only in special circumstances, in which you work individually with a faculty member. You register for these courses during the regular registration period.

*Learning Resources Center (LRC):* This division is made up of the library, audiovisual materials, telecourses and teleconferences. The LRC is housed in the Martin Building.

*Placement Testing:* A computerized test (CPT) used to identify your skill levels in reading, English, and basic math, and determine the appropriate classes to begin your studies.

*Plagiarize:* Using ideas or words of another as your own without crediting the source. Plagiarism is a form of cheating.

*TBA (To Be Announced):* Term used in schedule if teacher or location has not been selected at the time of publication.

*Work-study:* A federally supported program, based on financial need, through which students are given preference for part-time employment on campus.

*Practicum:* A course that offers non-paid hands-on experience in the workplace.

*Teleconference:* A presentation or meeting that is aired via satellite.

*Prerequisites:* Preliminary skills, knowledge or other courses which are required before your enrollment in a particular course. Prerequisites are listed by course and course description in the catalog. Descriptions are alphabetized by course prefix.

*Telecourse:* A curriculum course aired on public television that allows a student to complete a course without attending regularly scheduled classes on a campus.

*Probation:* You are placed on academic probation when your GPA falls below 2.0.

*Testout:* You may, under certain conditions, take an exam and receive credit for a course without having gone through the course. You will receive a grade. Registration and a completed testout form for the class is required.

*SGA - Student Government Association:* You can get involved in SGA activities by contacting the student activities facilitator in Student Services.

*Transcript:* A printed record of every course you've taken at South Piedmont Community College and the grades you've received. An official transcript is stamped with the seal of the college. Transcripts are obtained from the Student Records Office.

*SHC:* Semester hour credit - You earn semester hour credits for each course you take.

*Unclassified/Special credit student:* A student who is taking one or more curriculum credit courses, but who is not enrolled in a specific curriculum.

*Student activity fee:* The fee you pay every semester that covers activities (cookouts, dances, etc.), part of graduation expenses, and the student newspaper.

# how to register

- ⊗ Look in the catalog at the academic calendar to find out when registration is, or
- ⊗ Call Student Services for the date of the next registration.
- ⊗ Are you a NEW STUDENT? Each new student is assigned an advisor when admissions requirements are completed. During the registration period for new students, meet with your advisor to select a program of study.
- ⊗ Are you a RETURNING STUDENT? Meet with your advisor to select courses for your program of study. Once your courses are selected, your advisor will enter your courses into the computer.
- ⊗ Are you receiving FINANCIAL AID? You must make sure your financial aid status is complete before you go to the cashier. If your financial aid status is incomplete, you should be prepared to pay for your tuition, fees and other charges.
- ⊗ Go to the Cashier to pay your tuition and fees. If you are receiving financial aid, you need to tell the Cashier. When you have paid, you will get a copy of your schedule.
- ⊗ Take your registration form to the bookstore when you buy your books.

Bring your registration form to each class. It shows you are registered and have paid your tuition and fees.

If you must drop a class or add a class, see your advisor or a counselor. Changes must be made during the scheduled times for dropping and adding classes.

If you have a high school diploma or your G.E.D., all the programs at SPCC are open to you. Some of the programs have limited enrollment. Only the most qualified candidates will be selected.

If you don't have a high school diploma or a G.E.D., please check with the Student Services office to see which programs you may enter.

In order to qualify for **financial aid**, a student must possess a high school diploma or GED and be enrolled in a specific curriculum program. Certain other requirements may also apply. Please contact the Financial Aid Officer for more information.



# admissions

## Admissions Policy

- ❖ South Piedmont Community College is an “open door” college. It does not impose restrictive standards for admission to the college.
- ❖ Admission is open to all persons 18 years of age or high school graduates without regard to race, color, national origin, religion, sex, age or handicap.
- ❖ A high school diploma or recognized equivalent is required for full admittance to all *associate degree programs* at South Piedmont Community College.
- ❖ Exceptions to these policies, including the U. S. Department of Education Ability to Benefit provision for non-high school graduates, may be determined after a meeting between the applicant and the Admissions Officer or the Vice President for Student Services.
- ❖ While a high school diploma or recognized equivalent is desirable, it is not mandatory for admittance to some *diploma* and *certificate programs*. It is required for *all* allied health programs.
- ❖ A person with less than a high school education may be accepted on the basis of experience and/or the ability to benefit.
- ❖ Admission to SPCC does not guarantee admission to programs with selective admission criteria. Applicants should refer to admissions requirements for specific programs.

Home schooled applicants must:

- ❖ Be registered with the North Carolina Division of Non-Public Education Office and provide SPCC with a state certification number.
- ❖ Provide written documentation of successful completion of the North Carolina Competency exam.
- ❖ Provide copies of a transcript and of the high school diploma received.

## Admissions Procedures

- ① Complete and return a South Piedmont Community College admission application.
- ② Submit official transcripts.
  - ✎ from your high school, or
  - ✎ General Educational Development (GED), and
  - ✎ from all colleges attended

### *What is an official TRANSCRIPT ?*

An official transcript is mailed directly from the high school, college or other institution to the Admissions Office at South Piedmont Community College.

It is the applicant’s responsibility to request that transcripts be sent to South Piedmont Community College.

- ③ Complete placement testing.
- ④ Meet with advisor and/or counselor.
- ⑤ Register for classes on published registration dates.

**It is strongly recommended that new students complete admissions requirements at least two (2) weeks before the beginning of registration.**

*Due to the special nature of some programs, there may be additional requirements. Refer to specific admission requirements for these programs.*

### **Transferring Credit**

**From Other Colleges:** Transfer credit may be accepted from regionally accredited post-secondary institutions for grades earned of "A," "B," or "C." In all cases, credit is granted only for courses comparable to SPCC courses in subject, content and length.

### **From Other Colleges and Your G.P.A.**

Transfer credit may satisfy course requirements, but will not influence a student's grade point average on the South Piedmont Community College transcript.

**From Other Programs at SPCC:** When a student chooses to change from one curriculum program to another, some of the credits may transfer to the new program. Only courses with grades of "A," "B," or "C" will be considered. Credit will only be transferred for courses comparable to courses in the new program in subject, content, and length.

To earn a South Piedmont Community College degree, students transferring credits must earn a minimum of 26 credit hours in their chosen curriculum program at SPCC. This includes transfer credits from other colleges as well as between SPCC programs.

### **Having Your Credit Evaluated for Transfer**

- ① The student must submit official transcripts from each post-secondary institution for which credit is desired.
- ② When the transcripts are received, the Registrar evaluates them and completes a credit evaluation form. The Vice President for Student Services reviews the Registrar's evaluation and forwards materials to the appropriate curriculum advisor.
- ③ The curriculum advisor reviews the complete evaluation packet (copies of official transcripts, credit evaluation form, curriculum checklist, etc.). If the curriculum advisor is in agreement with the evaluation made by the Vice President for Student Services, no further action is required. However, if the curriculum advisor is in disagreement with any part of the credit evaluation, a response must be directed to the Vice President for Student Services within seven (7) working days to appeal/resolve the situation.
- ④ The College sends a copy of the approved evaluation form and curriculum checklist to the student.

### **What Types of Credit are Evaluated?**

Evaluations of a student's academic credit earned at other institutions of higher education and/or in other curriculum programs at SPCC will be conducted.

Regardless of the number of credit hours accepted, each student must earn a minimum of 25% of the required credit hours in the chosen curriculum program at South Piedmont Community College.

Transfer credit from other colleges may satisfy course requirements, but will not influence a student's grade point average on the South Piedmont Community College transcript.

## Placement Testing

The purpose of the placement test is to enhance student success. It helps new students to determine their skills in reading, English, and basic mathematics. Skills identified through the placement test, along with counselor or advisor guidance, will help with placement in the best courses for student success.

All new associate degree, Allied Health program and certain diploma applicants *must* complete the placement test prior to registration. Call the Student Services office for an appointment to complete the advising assessment.

## Readmission of Students

All former students are encouraged to enroll for additional study with the college.

*Students re-entering must follow normal admissions procedures.* All application information must be updated.

If the student has been out of school as a result of disciplinary action or suspension, the student must get approval to re-enroll from the counseling office.

If the program for which the student is re-applying requires placement testing, the student may be required to re-test if previous test scores are over five years old. Practical Nursing, Medical Assisting and Surgical Technology students must re-test if their scores are more than two years old or if the test changes.

## Special Credit Student Status

A student may enroll as a special credit student without specifying a particular curriculum objective. However, any special credit student desiring a degree or diploma must enroll in an appropriate major and meet all appropriate admissions requirements for that major.

*To receive financial assistance, a student must declare a major.*

## Continuing Education Programs Admission

Any person who is 18 years old or a high school graduate is eligible to enroll in a Continuing Education program. Further information is available in the Community Services section of the college catalog or from the Community Services Division office.

## Special Admission Requirements

### Medical Assisting and Health Information Technology

Students seeking admission to the Medical Assisting and Health Information Technology programs are required to meet the admissions requirements listed below. The Medical Assisting Admissions Committee and the HIT Admissions Committee will review and accept the most highly qualified applicants completing the admissions process as outlined below.

- ✦ Submit an application for admission to South Piedmont Community College.
- ✦ Submit official transcripts indicating high school diploma or equivalent.
- ✦ Complete the CPT placement test with required scores.
- ✦ Demonstrate keyboarding proficiency with a minimum standard as stated by the Business Technologies Department. (Medical Assisting *only*.)
- ✦ Provide CPR/Basic First Aid certification. (Medical Assisting *only*.)
- ✦ Interview with the Admissions Committee.
- ✦ Sign form for criminal background check. There is a \$7.00 fee that is collected at the Admissions Committee interview. (Medical Assisting *only*.)



- ✎ Medical Assisting: Complete satisfactory medical examination and drug screen. This is required upon notification of provisional acceptance and must be submitted prior to admission. The college provides forms.
- ✎ HIT: Complete satisfactory physical examination prior to clinical affiliation assignments. The college provides forms.
- ✎ Medical Assisting: Complete dental examination. This is required upon notification of provisional acceptance and must be submitted prior to admission. The college provides forms.

PLEASE NOTE: Admission to South Piedmont Community College does not imply acceptance into the Medical Assisting, Practical Nursing, Surgical Technology or Health Information Technology programs.

### **Medical Assisting Acceptance Policy**

The Medical Assisting Admissions Committee selects a total of 20 candidates for admission to the Medical Assisting Program for the Fall Semester. Acceptance is based on a review and evaluation of the completed application requirements.

Points for selection will be awarded based on the following:

- ✎ Meet all prerequisites for curriculum courses
- ✎ Previous academic record
- ✎ Work experience
- ✎ Pending MA students taking related courses

Early admissions may be granted to a maximum of 10 students who complete the application process prior to May 1.

Although the Medical Assisting Admissions Committee will select only 20 students for the program, an alternate list will be kept and additional candidates may be admitted should

openings occur prior to the end of registration each Fall Semester.

### **Health Information Technology Acceptance Policy**

The HIT Admissions Committee selects a total of 20 candidates for admission to the Health Information Technology program for the Fall Semester. If there are more than 20 qualified candidates for the program, the following point system will be used to rank students:

- ✎ Meet all prerequisites for curriculum courses.
- ✎ Interview evaluation
- ✎ High school and post-high school academic excellence
- ✎ Medical and/or office-related work

Early admissions may be granted to a maximum of 10 students who complete the application process prior to May 1.

Although the HIT Admissions Committee will select only 20 students for the program, an alternate list will be kept and additional candidates may be admitted should openings occur prior to the end of registration each Fall Semester.

### **Practical Nursing and Surgical Technology Programs Admission**

Students seeking admission to the Practical Nursing or Surgical Technology programs are required to complete the admissions requirements outlined below:

1. Submit an Application for Admission to South Piedmont Community College.
2. Submit official transcripts.
  - ✎ from your high school, or
  - ✎ General Educational Development (GED)
  - ✎ from all colleges attended

High school graduation  
or the equivalent is required  
for admission.

3. Demonstrate proficiency in reading, English, and math either by completing placement tests or courses in these subject areas.
4. Complete an informational meeting with members of the program's Admissions Committee.
5. Complete a physical, dental, and emotional health examination that documents your ability to provide safe nursing care. The examination must be submitted before admission and within three months of the date of enrollment. A complete and current immunization record must be included. Forms are provided by the College.
6. Provide CPR/Basic First Aid certification.
7. Complete a satisfactory drug screen. College provides form.
8. Sign form for criminal background check. A \$7.00 fee is required.

### **Practical Nursing and Surgical Technology Acceptance Policy**

The Admissions Committee will select a total of 20 candidates for admission to the Practical Nursing program. A maximum of 16 students will be selected for the Surgical Technology program. Acceptance is based on a review and evaluation of the completed application requirements. Points for selection will be awarded based on the following:

- ✎ Meet all prerequisites for curriculum courses.
- ✎ Previous academic experience
- ✎ Work experience in a medical-related field

For more detailed information describing the selection process, contact a College counselor.

Applicants are ranked and selected for admission according to total points awarded. In the event of a tie, preference will be given to applicants residing in the South Piedmont Community College service area. Date of

application may be used to determine selection in the event of a tie.

During the first two weeks of April, the Practical Nursing admissions committee may grant early admission to applicants completing the application process on or before April 1 of each year. Early admission will be limited to ten applicants.

The remaining admission decisions for the Practical Nursing program will be made following June 15 of each year. All applicants will be considered in the final admission selection.

The Practical Nursing admissions committee will select a total of 20 candidates for admission to the Practical Nursing program. Additional candidates will be selected for an alternate list. The Practical Nursing admissions committee will accept alternates if and when program openings are available through the first week of Fall Semester classes.

### **Nursing Transfer/Refresher**

Students wishing to transfer to South Piedmont Community College

- ✎ from an accredited nursing program, or
- ✎ to refresh for license renewal

may be admitted to the Practical Nursing program, contingent upon space available.

Students seeking admission must:

1. Complete a South Piedmont Community College Application for Admission.
2. Submit official transcripts.
  - ✎ from your high school, or
  - ✎ General Educational Development (GED) *and*
  - ✎ from all colleges attended

High school graduation  
or the equivalent is required  
for admission.

Nursing related academic record is required.

3. TRANSFER STUDENTS - Submit a reference recommendation from Nursing Director/



Chairperson. Form is provided by South Piedmont Community College.

4. **REFRESHER STUDENTS** - Submit Nursing Certificate number.
5. Satisfactory completion of medical/dental examinations is required upon notification of selection for conditional acceptance into the program. These examinations must be completed prior to admission. The College provides forms.

The Practical Nursing admissions committee will make admission decisions. Selection is based on previous academic experience and appropriate North Carolina Board of Nursing guidelines.

### **Nursing Readmission**

Students seeking to re-enter the Practical Nursing program must submit a written request to the Practical Nursing admissions committee and complete all appropriate admission requirements. Each request is reviewed on an individual basis. The College will provide forms.

### **Nursing Assistant Program Admission**

Students seeking admission to the Nursing Assistant (NA) program must demonstrate proficiency in reading by completing placement tests or by enrolling in Improved College Reading concurrently with Nursing Assistant classes.

The NA admissions test will be scheduled prior to the beginning of each new class offering. Students may sit for the exam once per class offering. Test scores are valid for two years. The NA admissions test schedule is available through the Student Services office.

A high school diploma or GED is required.

**NA registration will be on a first-come-first-serve basis, limited to only those candidates meeting admission requirements.**

If a student has his or her Nursing Assistant I registration, the student may enter the Nursing

Assistant II course (NAS 102) with advanced placement credit. Verification of being a currently registered Nursing Assistant I must be provided prior to enrolling in NAS 102. Other Nursing Assistant I admission requirements must also be met.

### **Medical Transcription**

Students seeking admission to the Medical Transcription program are required to meet the admissions requirements listed below.

1. Complete and return a South Piedmont Community College admission application.
2. Submit official transcripts
  - ✎ from your high school, or
  - ✎ General Educational Development (GED), and
  - ✎ from all colleges attended
3. Schedule an appointment and complete the placement test.
4. Demonstrate keyboarding proficiency of 45+ net words a minute.
5. Register for classes on published registration dates.

### **Tech Prep**

In cooperation with the local high schools, South Piedmont Community College participates in and supports the Tech Prep (Technical Preparation) program.

The Tech Prep program is a course of study for high school students designed to meet the needs for a more technically oriented educational background. Through a blending of higher level academic and vocational courses, Tech Prep prepares students for the advanced courses required by South Piedmont Community College.

There are three major program areas in Tech Prep at the high school level: Engineering Technology (Industrial, Mechanical, and Electrical), Business, and Health/Human Services. These

areas correspond to programs offered at South Piedmont Community College. Within each of the three areas, specific courses have been identified that are a part of the Tech Prep Articulation Agreement.

Procedures for Tech Prep advanced placement are

- A. Grade of B or higher in the course and
- B. A raw score of 80 or higher on the VoCATS post assessment.

In order to receive credit, students must enroll at the community college within two years of their high school graduation date.

Courses accepted for advanced placement will appear on the student's transcript. The credit will apply toward graduation, but will carry no formal grade or grade points.

### Dual Enrollment

High school students at least 16 years of age may enroll in courses if official written permission is obtained from their school system. The principal must certify that the student is taking at least *three high school courses* and is making appropriate *progress toward graduation*.

In the case of courses taken in the summer, the principal must certify that the student took at least three high school courses during the preceding year and made appropriate progress toward graduation.

The high school will determine available hours and courses to be taken by the student. Student may not enroll for developmental credit courses under this program.

### Admission of International Students

South Piedmont Community College is authorized to enroll non-immigrant, alien students. Applicants must submit application materials for admission at least two months prior to the semester he/she wishes to enroll. Application materials include the SPCC Application for Admission, high school transcript, all official college transcripts, and TOEFEL scores (minimum total 500) showing proof of English speaking and writing ability.

South Piedmont Community College has no housing facilities, living accommodations or support programs for individuals from other countries. All international students must submit evidence of financial resources adequate to support themselves through their educational program including funds for international student insurance. The evidence should be in the form of a statement from a bank or other appropriate official certifying that sufficient funds are available.



# tuition, fee and financial aid

## Tuition and Fees

*Tuition is set by state policy and is subject to change without notice.*

### In-state Tuition

Students taking 14 or more semester credit hours

Tuition	\$374.50
Activity Fee	\$9.00
Accident Insurance	<u>\$1.25</u>
Total	\$384.75

Students taking less than 14 semester credit hours  
\$20.00 per semester hour of credit

### Out-of-state Tuition

Out-of-state tuition applies to any student whose legal residence is outside of North Carolina. Please see the Student Residence Classification section for more information.

Students taking 14 or more semester credit hours

Tuition	\$2376.50
Activity Fee	\$9.00
Accident Insurance	<u>\$1.25</u>
Total	\$2386.75

Students taking less than 14 semester credit hours  
\$169.75 per semester hour of credit

### Activity Fee

The College activity fee is \$1.00 per semester hour up to a maximum of \$9.00 for 9 or more semester hours. This fee applies to all students except those enrolled in a Custom Course.

The fee supports cultural activities, entertainment, and recreational activities sponsored by the Student Government Association.

## Accident Insurance

Accident insurance, covering the student during hours in school and transportation to and from school, is available for \$1.25 per semester. Accident insurance is required and should be purchased through the Business Office.

## Special Fees

Some programs may charge additional fees (e.g. equipment fees, PN Liability Insurance, etc.).

## Textbooks and Supplies

Students must purchase textbooks and other necessary supplies. The college maintains a bookstore on both East and West Campuses from which these items may be purchased. The cost of these items varies according to the program of study taken by the student.

## Student Residence Classification

Regulations concerning the classification of students by residence for purposes of applicable tuition differentials, are set forth in detail in *A Manual to Assist the Public Higher Education Institutions of North Carolina in the Matter of Student Residence Classification for Tuition Purposes*. (Copies of the regulations are available for inspection in the Student Services office).

The regulations (G.S. 116-143.1 (b)) read in part as follows:

To qualify for in-state tuition a legal resident must have maintained his domicile in

North Carolina for at least the 12 months immediately prior to his classification as a resident for tuition purposes. In order to be eligible for such classification, the individual must establish that his or her presence in the State during such twelve-month period was for purposes of maintaining a bona fide domicile rather than for purposes of mere temporary residence incident to enrollment in an institution of higher education; further, (1) if the parents (or court-appointed legal guardian) of the individual seeking resident classification are (is) bona fide residents of this State, this fact shall be prima facie evidence of domiciliary status of the individual applicant and (2) if such parents or guardian are not bona fide residents of this State, this fact shall be prima facie evidence of non-domiciliary status of the individual.

Note: Members of the Armed Forces, their spouses and offspring may be eligible for special provisions as set forth in *A Manual to Assist the Public Higher Education Institutions of North Carolina in the Matter of Student Residence Classification for Tuition Purposes*.

Note: The decision of the Admissions Officer or Vice President for Student Services responsible for the initial classification may be appealed to the President of South Piedmont Community College, or his delegate in accordance with North Carolina law (G.S. 116-143.1).

If not satisfied with the decision, the student may then appeal to the State Residence Committee. Upon request, the College will provide the student with copies of school information housed within the college (e.g. residence application, school records, etc.) as may be needed.

### Student Residence Reclassification

Residence status reclassification may be made *only* during the regular registration period. Upon the written petition of a student submitted to the Admissions Officer or to the Vice President

for Student Services at least ten days prior to the beginning of the academic semester, a classification inquiry will be initiated. In such cases, the reclassification will be made in accordance with North Carolina law (G.S. 116-143.1).

### Refund Policy

Tuition refunds may be authorized only if the student must withdraw for unavoidable reasons. *Withdrawal requests must be presented to the Registrar's Office before the student withdraws from classes.*

Guidelines for Students not receiving Financial Aid (Title IV Funds):

- ☒ 75% of the tuition paid may be refunded if the student withdraws by the 10% date of the semester
- ☒ No refunds shall be made in the amount of \$5.00 or less
- ☒ Full tuition refunds will be made if the College cancels a class

Guidelines for Students receiving Financial Aid (Title IV Funds):

- ☒ If a student withdraws or (stops attending) all of the courses registered for before the 60% point of the term, then the Financial Aid Office will perform a calculation to determine the amount of funds which must be returned to Title IV programs. If the student did not earn all of the disbursed Title IV aid, then the student will have to repay 50% of the unearned portion of the aid.

### Senior Citizens

Persons 65 years of age or older and who are residents of North Carolina may attend South Piedmont Community College without paying tuition. Other fees will be charged. Verification of age will be required.

An exception would be a self-supporting class in which all students enrolled share the cost of the class.



## Financial Aid

In order to receive financial aid, a student must be enrolled in an academic program for at least six credit hours applicable to their program (some students may be eligible if they are less than half-time) and maintain satisfactory progress in his/her course of study.

Courses not eligible for Federal Financial Aid include:

- ☒ **Special credit (not claiming a major).**
- ☒ **Credit by examination (test-out).**
- ☒ **Audited courses.**
- ☒ **Courses not required for graduation for the student's chosen major.**

Students who do not possess a high school diploma, GED, or recognized equivalent must demonstrate their ability to benefit prior to receipt of Title IV student aid. Ability to benefit will be determined in accordance with federal guidelines.

Assistance may be awarded in the form of grants, part-time employment, scholarships or a combination of these.

Students must apply for financial assistance each year and are encouraged to apply at least eight weeks prior to the registration day of the semester they intend to enter the college.

Federal Financial Aid Applications and other pertinent information may be obtained from: Financial Aid Director, South Piedmont Community College, Post Office Box 126, Polkton, North Carolina 28135; telephone number, (704) 272-7635.

## How to Remain Eligible for Financial Aid

Federal regulations require that students receiving financial aid must be making satisfactory academic progress. South Piedmont Community College makes these standards applicable to all federally awarded financial aid funds in order to maintain a consistent policy for all students receiving assistance.

For federal financial aid purposes, satisfactory progress is measured in two ways, qualitative and quantitative.

## Qualitative Measurement

Each semester, the financial aid student's grade point average (GPA) in program of study is calculated. The GPA must meet the minimums listed below.

### Associate Degree Programs

Cumulative Semester Hours	Minimum Quality Point Average
0-32	1.50
33-49	1.75
50-or more	2.00

### Vocational Diploma Programs

Cumulative Semester Hours	Minimum Quality Point Average
0-32	1.50
33 or more	2.00

Failure to attain the required quality point averages causes a semester of probation. During this probationary semester:

- ◆ Students must work to raise the GPA to the acceptable minimum for the hours attempted.
- ◆ Financial aid continues.

At the end of one semester probation, if the student has not achieved a satisfactory GPA, *financial aid will end.*

To restore the financial aid award, the student must enroll and continue in a curriculum until his/her GPA is at an acceptable level. *During this time, the student receives no financial aid.*

**A student who enrolls and withdraws from all classes is not considered to be making satisfactory progress.**

## Quantitative Measurement (Percent of courses taken)

Students receiving financial assistance must complete 67% of all credit hours attempted. They must also be evaluated in increments of not more than half the program or one academic year, whichever is less.

### Diploma Programs

Evaluations are made at the end of fall semester. Students who will lose their eligibility in the spring semester are notified. Evaluations are made at the end of summer term with notification given to students who will lose eligibility for the fall semester.

### Associate Degree Programs

Students are evaluated at the end of spring semester. Notification is given to students who will lose their eligibility in the fall semester. Evaluations are made at the end of fall semester with notification given to students who will lose their eligibility for the spring semester.

### Maximum Time Frame for Completion

Students are expected to enroll and satisfactorily complete the required credit hours and courses to graduate from their program.

For financial aid, federal regulations limit the maximum time frame to no more than 150% of the length of the program. In other words, you cannot have attempted more than 150% of the total number of credits hours required for graduation. If more credit hours are taken, no financial aid can be awarded for the program of study.

### Figuring It Out

To graduate from Accounting, 69 credit hours are required. Multiply that times 150% to find the most credit hours allowed.

$$69 \times 150\% = 104$$

The maximum number of credit hours allowed for Accounting is 104.

Students over the maximum allowable credit hours for a program will be ineligible to receive financial aid for further periods of enrollment.

### ☆Important Considerations

Changing programs will greatly affect satisfactory progress. All hours previously taken at South Piedmont Community College count toward progression. Hours previously taken at another institution that are transferred to SPCC will count toward progression.

Once a student graduates from an eligible program, he or she may declare a new major and begin receiving financial aid.

Withdrawals, change to audit status, incompletes courses and repeated courses count toward hours attempted.

Developmental courses numbered below 100 are not included in the quantitative measurement. Students are allowed only one year of financial aid or (30 hours) to complete developmental courses.

### Satisfactory Progress for Veterans

A veteran enrolled at South Piedmont Community College is required to make satisfactory academic progress. The measure of academic progress for veterans is the same as for students receiving other forms of financial aid. The required grade point averages (GPA) are repeated below:

#### Associate Degree Programs

Cumulative Semester Hours	Minimum Quality Point Average
0-32	1.50
33-49	1.75
50-or more	2.00

#### Vocational Diploma Programs

Cumulative Semester Hours	Minimum Quality Point Average
0-32	1.50
33 or more	2.00



A veteran who does not make satisfactory progress will be placed on probation for one semester. During that semester of probation, the veteran is to focus on raising his or her GPA to the acceptable minimum for the hours attempted. During this first semester of probation, the student will continue to receive financial aid.

At the end of this one semester of probation, the student's GPA must be at the acceptable minimum for the hours attempted. If it is not, veterans benefits will be terminated. Benefits may be restored by enrolling in the curriculum with no VA benefits until the student's GPA increases to the acceptable minimum.

The veteran student who enrolls in two or more subjects and fails, changes to audit status, or withdraws from all of them, will be classified as having made unsatisfactory progress and benefits will be terminated.

### Appeals Procedures for Financial Aid

In order to appeal financial aid termination, a student must document mitigating circumstances in writing. Examples of cases where waiver will be considered may include injury to the student, illness of the student or immediate family member, or death of a family member.

1. A student must complete the Financial Aid Termination Appeals Form and submit it to the Financial Aid Committee
2. The Financial Aid Committee will review the appeal to determine whether or not termination of aid is justified. Written notification of the committee's decision is sent to the student.
3. A student who wishes to appeal the decision of the Financial Aid committee may request a committee hearing for final determination.

## Types of Financial Aid Available

### Pell Grants

The Pell Grant program is designed to provide assistance to U.S. citizens who attend post-secondary educational institutions at the undergraduate level and who have not yet earned a Bachelor's degree from any institution. *The Financial Aid Office encourages all students seeking financial aid at South Piedmont Community College to apply for a Pell Grant.* A student applies for the Pell Grant by completing the Free Application for Federal Student Aid (FAFSA).

Pell Grants are given out each semester using a voucher system. The voucher will cover the cost of tuition and fees, and books and supplies (not to exceed the student's eligible amount). The balance, when other voucher charges are subtracted, will be paid to the student.

All Pell recipients will be required to submit attendance forms, signed by their instructors, to the Financial Aid Office prior to the Pell Grant checks being disbursed. Attendance forms are available in the Financial Aid Office. *This is the student's responsibility.*

### Supplemental Education Opportunity Grant (SEOG)

This federal program offers grants to students who have exceptional financial need. Students must be continually enrolled at least half-time.

Students are encouraged to apply no later than July 1 for this grant.

### North Carolina Student Incentive Program

Application for this grant is made through the Application for Federal Student Aid (FAFSA). To be eligible to receive funds, a student must:

- ✎ Be a legal resident of North Carolina.
- ✎ Be enrolled or accepted for enrollment on a full-time basis.
- ✎ Demonstrate substantial financial need based on the Application for Federal Student Aid information.

- ✎ Submit application prior to the March 15 deadline of the academic year preceding enrollment.
- ✎ Not be enrolled in more than 6 hours of remedial coursework.

### **North Carolina Community College Grant**

Students must be NC residents enrolled for at least 6 credit hours per semester in curriculum programs. Eligibility is determined based on the same criteria as the Federal Pell Grant; students not eligible for Federal Pell Grant may be considered for the grant based on their estimated family contribution as determined on the Student Aid Report. Applicants must complete the Free Application for Federal Student Aid (FAFSA) which is used to also qualify for Federal Pell Grants.

### **College Work-Study Program**

The College Work-Study program provides jobs for students who meet the eligibility requirements and wish to earn part of the cost of attending South Piedmont Community College. Work-Study employment is available on campus on a part-time basis (usually 10 to 20 hours per week). Students who are interested in college work-study jobs must also apply for Pell Grants and complete an application for employment.

Students receiving Federal Financial Assistance must meet satisfactory progress requirements with regard to time frames for completing diploma or degree programs as required by the U.S. Department of Education. Details are published in Financial Aid Handbook. For more information contact the Financial Aid Director, South Piedmont Community College, P.O. Box 126, Polkton, NC 28135.

### **Nurse Education Scholarship Loan Program**

NC State Education Assistance Authority administers this program. It is available to Practical Nursing students who have financial need. This loan is also based on other factors such as academic performance.

Awards range from \$400.00 to \$5,000.00 depending upon the student's demonstrated financial need, cost of instruction, other financial assistance, and the amount of funding available through the Nurse Education Scholarship Loan Program (NESLP).

To apply for NESLP funds, students must complete the Free Application for Federal Student Aid.

### **SPCC Emergency Loan Fund**

Students may borrow up to \$150 to be repaid within 30 days of disbursement.

Students must be in a major. Special credit status is not an eligible major. Students must be in good standing with the college. Students may not have any outstanding charges with the college.

### **Endowed Scholarships**

Endowed Scholarships are provided through permanent funds established by benefactors and invested by the College. These funds are protected and invested wisely to insure permanence and growth.

The **William Dunlap Covington Endowment** was established through the generosity of Mrs. Anne Miller Covington. One or more merit scholarships are awarded annually to students in a Business Administration, Accounting, or Office Systems Technology associate degree program.

The **Susan Margaret Horne Scholarship Endowment** was established through the generosity of Mr. Kenneth W. Horne, Jr. One or more merit scholarships are awarded annually to students in the Practical Nursing or Surgical Technology diploma program.

The **Hoyle W. Lee Scholarship Endowment** was established by the generosity of the Hoyle W.



Lee family who for many years owned and operated Wadesboro Nursing Home now operated as Heritage Hills Nursing Home. This endowment awards one or more scholarships to students pursuing careers in the long-term health care field. Candidates must be enrolled in either the Nursing Assistant or Practical Nursing Program. Preference is given to students who are current or previous employees of Heritage Hills Nursing Home and their children .

The **Ben and Lillian Rivers Scholarship Endowment** was established through the generosity of Mr. and Mrs. Charles Allen in memory of her parents. Her father was Anson County Sheriff for many years and her mother was a business woman and local educator. One or more merit scholarships are awarded annually to students in Criminal Justice, Business, Early Childhood, or other programs leading to a teaching credential.

Applicants should complete the regular financial aid process.

### **Other Named Scholarships**

Scholarships available from state and local sources are awarded on the basis of financial need and academic performance. Local scholarships available for students attending South Piedmont Community College are listed below:

Anson Community Hospital Scholarship  
 Board of Elections Scholarship  
 Carolina Power & Light Scholarship  
 Carolina Power & Light Company Electrical  
 Lineman Technology Scholarship  
 Edgar R. Hyder Scholarship  
 Las Amigas Scholarship  
 SPCC General Scholarship  
 Tom W. Allen Excellence in Law Enforcement  
 Scholarship  
 Wadesboro Rotary Club Scholarship  
 Wachovia Scholarship

Each scholarship has specific application guidelines. Students interested in scholarships should contact the SPCC Financial Aid Director.

Application forms may be secured from the Financial Aid Officer at SPCC.

### **Hope Tax Credit**

A Hope Tax Credit can be claimed for each student in a family who is enrolled in higher education at least half-time in an eligible educational institution and who has not yet completed his or her first two years of study. Students financing their own education and who are not claimed as dependents on their parents' tax return, or adults who claim students as dependents, can claim a tax credit for tuition expenses and required fees.

### **Veterans Benefits**

Qualified veterans and wives and children of deceased veterans may be admitted and approved to receive educational benefits, providing they meet requirements established by the Veterans Administration. To qualify, a student must

- ❖ have a high school diploma or GED
- ❖ be enrolled in a specific curriculum program

Certain other requirements may also apply.

*All admissions requirements must be met before the enrollment certification can be sent to the Veterans Administration.*

Not all courses are approved for VA educational benefits. Distance learning courses must be required courses within the veteran's major to qualify for educational benefits. Please contact the Financial Aid Office for a list of programs or classes that are eligible.

The College is approved for the training of veterans under Public Law 16 of the 78th Congress and under Public Law 550 of the 82nd Congress, and Chapter 34, Title 38, United States Code. For more information, contact Financial Aid Office, South Piedmont Community College, P.O. Box 126, Polkton, NC, 28135.

**Vocational Rehabilitation**

Vocational Rehabilitation is available to certain students with mental, physical, or emotional handicaps that limit their employment opportunities. For more information contact the Vocational Rehabilitation Office in the area or write:

Department of Human Resources  
Division of Vocational Rehabilitation Services  
Raleigh, NC 27611

**The Tuition Assistance Program**

The Tuition Assistance Program is available to provide tuition assistance for members of the North Carolina National Guard. The application is available at guard units or from the address below.

Adjutant General  
P.O. Drawer 26268  
Raleigh, NC 27611

**North Carolina Community College  
Child Care Assistance**

Childcare assistance may be available to students who are single parents and have custody or joint custody of children. Childcare providers must be licensed by the state of North Carolina. Applications are available in the Financial Aid Office.

**Workforce Investment Act (WIA)**

WIA funds may be available to qualified students. Assistance may be provided for books, tuition, fees, child care, transportation, and supplies. The duration of any individual WIA award is based upon the availability of funds, as well as student satisfactory progress measures that may be imposed. Students should contact their local County Job Link Center for more information.



# academic policies

## Semester System

South Piedmont Community College operates on the semester system. The fall and spring semesters are each sixteen (16) weeks in length. The summer sessions are ten (10) weeks long and may contain two shorter five-week sessions or an eight-week session.

The College is in session six days per week. Classes scheduled on Monday, Wednesday, and Friday normally meet hourly for 50 minutes with a 10 minute break between classes. Classes scheduled on Tuesday and Thursday normally meet for 75 minutes with a 15 minute break between classes. The number of times that a class meets each week is determined by the number of semester hours credit awarded for that class.

## Registration

All students are required to register before the beginning of each semester. Credit will not be granted for courses in which the student is not properly registered.

Registration instructions are published prior to each semester. Look for them in the class schedule.

## Advisors

Students will be assigned advisors upon declaring a curriculum program at South Piedmont Community College. Most advisors are full-time faculty members within the respective curriculum.

Advisors will keep a record of each advisee's progress. A student's advisor is the person who can answer questions about program or graduation requirements.

Faculty members schedule office hours each term. Students must meet with their assigned advisors to insure proper registration. You should check with your advisor to learn his or her office hours.

If you are a "special credit" student or a "dual enrolled" student, your advisor is a college counselor in the Office of Student Services.

## Attendance Policy

Missing classes can impact on what and how much a student learns. It is difficult to get the most from a course if many classes are missed.

SPCC recognizes that students are adults with many responsibilities. An occasional absence might be absolutely necessary. However, *such absences in no way lessen the student's responsibility for meeting the requirements of the class.*

Instructors may use attendance as part of their policy to determine class grades.

## Student Course Load

A student must carry 12 semester hours to be considered a full-time student. The normal maximum load is 18 credit hours. Written

permission of the department chair and the Vice President of Educational Programs must be obtained to schedule more than 18 credit hours.

### Grading System and Quality Point Average

The 4.0 quality point system is used to calculate student quality point averages (QPA). The letter grades used are

A	4 quality points
B	3 quality points
C	2 quality points
D	1 quality point
F	0 quality points
I	<i>Incomplete, 0 quality points</i>
AU	<i>Audit, 0 quality points</i>
W	<i>Withdrawal, 0 quality points</i>
TP	<i>Tech Prep, 0 quality points</i>
WP	<i>Withdrawal passing after midterm, 0 quality points</i>
WF	<i>Withdrawal failing after midterm, 0 quality points</i>
WI	<i>Withdrawal-involuntary</i>
CE	<i>Credit by Examination</i>
T	<i>Transfer Credit</i>
*	<i>Asterisk (*) grade indicates this grade is not calculated into the current major GPA.</i>

### How to Calculate the QPA

The quality point average is calculated by dividing the total number of quality points earned by the total number of semester hours attempted. The hours for a grade of WF are computed when calculating QPA.

#### Important Note Maintaining a "C" Average

An average of "C" in the major area of study and an overall average of "C" is required for graduation. An average of "C" on the 4.0 quality point system is a 2.0 quality point average.

For the Practical Nursing program only, any grade below a "C" is considered failing.

### Incomplete

The grade of "I" may be assigned by the instructor as an "incomplete." Students must complete all work and remove the "I" from their record during the next term, including the 10-week summer term.

An "I" automatically becomes an "F" if not removed in the required time.

### Drop/Add

Students may drop or add a course during the drop/add period at the beginning of each semester without grade penalty. The drop/add period is published in the academic calendar.

Students must complete the official Drop/Add form available in the Student Services Office.

### Withdrawal

South Piedmont Community College recognizes that from time to time, it may be necessary for a student to withdraw from a course. Students may withdraw from any course and receive a grade of "W" following the Drop/Add period and through the 70% point of the term. Students must complete a "Withdrawal Form" available in the Student Services Office. This form is signed by the student and his or her advisor and turned in to the Student Records Office.

After the 70% point of the semester, if a student must withdraw from one or more classes, the Vice President of Student Services may grant an administrative withdrawal. To apply for an administrative withdrawal after the 70% point of the semester:

- ➔ Get an administrative withdrawal request form from the Student Services Office.
- ➔ Provide compelling and sufficient written documentation of the circumstances creating the need to withdraw.
- ➔ Submit completed request along with documentation *before the end of classes* for the term in question.

In cases where the Vice President for Student Services formally approves the withdrawal, the instructor will assign an appropriate grade of WP or WF.

***Students who withdraw through the 60% point of the term and who are receiving federal financial aid (Title IV programs) are required to repay funds for which they are not eligible due to withdrawal.***

### Probation Policy

The Admissions Subcommittee meets each semester to review students' academic progress. The first semester a student has a quality point average below that required for the cumulative hours attempted for his/her current major will be placed on academic intervention. During the academic intervention period, the student's hours are not limited. The student will have one semester to meet the required grade point average for his/her current major. Failure to do so will result in the student being placed on academic probation. During the academic probation period, the student's hours will be limited.

#### Associate Degree Program

Cumulative Semester Hours	Minimum Quality Point Average
0-32	1.50
33-49	1.75
50 or more	2.00

#### Vocational Diploma Program

Cumulative Semester Hours	Minimum Quality Point Average
0-18	1.50
19 or more	2.00

Failure to attain the above required quality point averages during a probationary semester will result in one or more of the following:

1. Suspension for a semester
2. A loss of financial aid for a semester
3. A further semester of probation
4. Transfer to another program

5. A loss of V.A. educational benefits
6. Reduced academic course load and counseling
7. Other as defined by the Admissions Committee

The Probation Committee will determine which one or more of the above shall apply in each individual case.

**NOTE** The committee may take into consideration extenuating circumstances, i.e., an act of God which prevents the student from meeting responsibilities. Sole judgment on extenuating circumstances rests with the committee.

### Appeal

A student may appeal the decision of the Probation Committee by notifying the Vice President of Educational Programs no later than 5 days following the notification of probationary status.

The Vice President of Educational Programs will schedule an appeal hearing of the Academic Affairs Committee within five days of receipt of the student's intent to appeal.

The decision of the committee shall be final.

### Readmission

Students suspended for academic reasons will automatically be on probation for their first returning semester.

A student who has withdrawn for any reason other than disciplinary may re-enter any semester provided all debts to the College have been paid.

### Course Prerequisites and Corequisites

If a course you wish to take has a prerequisite or a corequisite, you are required to meet those course requirements. All prerequisites must have



been satisfactorily completed before you register for the course. In the case of corequisites, these courses may not be dropped during the formal drop/add period without also dropping the course requiring the corequisite. There are occasions when exceptions to these rules may be deemed desirable and appropriate, but the advisor and instructor must approve such exceptions.

### **Course Auditing**

Students who wish to audit courses must register through normal channels. College credit will not be granted for an audited course and the grade will be AU. This grade (AU) may not be converted later to a letter grade. A student in an audit class must follow the instructor's classroom policies.

You may request a change to audit status only up to the midpoint of the term. After the midterm, the student may not change to an audit status. It is the student's responsibility to obtain the instructor's signature on an audit agreement form and deliver the completed form to the Registrar's Office before the midpoint deadline. Forms are available in the Student Services Office.

### **Catalog of Record**

The catalog that is current when you enroll in the college is your catalog of record.

A student who is in continuous attendance (except summer term) may graduate under the provisions of his/her catalog of record, or a subsequent issue. A student who is *not* in continuous attendance may be required to graduate under the provisions of the catalog in effect on his/her last re-entry date or a subsequent issue.

Any deviation from the stated policy/procedure must receive written approval by the Vice President of Educational Programs, faculty advisor, and/or department chair.

### **Declaring and Changing Curriculums**

When you complete the application for admission to South Piedmont Community College, you select (or declare) a program of study (a curriculum). To change this program of study, you are required to follow an established procedure. You may not declare a second (additional) program of study without completing the first program of study or without special approval by the Vice President of Student Services.

If you think you want to change your program of study, the first step is to talk about it with your academic advisor. The next step is to complete a "Request for Change in Curriculum Program" form. If you have changed programs before, you will be required to meet with a counselor before the change is completed. You will also complete an assessment inventory. This assessment tool gives you information to help make a good decision regarding your career path.

### **Dean's and President's Lists**

South Piedmont Community College recognizes outstanding academic achievement by placing the student on the Dean's or President's List. Students enrolled for a minimum of 12 semester hours and who receive a "B" plus average (3.5 quality point average) will be placed on the Dean's List. Students earning an "A" average (4.0) will be placed on the President's List.

### **Credit By Examination**

A student may earn credit by examination for a given course if he/she can demonstrate the required level of proficiency as a result of independent study or experience.

This credit shall be based on a departmental examination which will be given with the permission of the student's advisor and the course instructor. The examination should be completed prior to the end of the drop/add period and a drop/add form submitted upon successful completion of the exam. A completed "Application for Credit by Examination" form with appropriate signatures must be submitted along with the drop/add form.



The credit by examination may be attempted only once for each course. If you have previously received a grade of "D", "F", or "I" for the course, you are not eligible to try a credit by examination for that course.

Persons earning credit by examination are charged regular tuition rates. Forms and other information may be obtained from the Student Services Office. To receive credit for the course, the credit by examination must be completed by the 10 percent reporting date of the term in which you applied to take it.

### Independent Study

Independent Study is an alternate means of completing the requirements of credit courses that lead toward graduation. The specific title of the course and the credit value assigned will vary depending upon catalog listing or student-teacher selection. Students who are taking a course by independent study must be in conference with the instructor at scheduled office hours or by appointment.

To be eligible for Independent Study, you must have an overall cumulative grade point average of 2.5 or better and have completed at least one-half of the course requirements for your degree program.

If you want to take a course by Independent Study, you must register for the course during regular semester registration. Before you register, you must have the approval of your Advisor, the faculty member who will oversee the independent study, and the Vice President of Educational Programs.

Necessary forms and other information may be obtained at any time from the Student Services Office or at registration.

### Distance Learning Classes

South Piedmont Community College provides the opportunity to earn credit through alternative methods of instructional delivery. Television, Internet and college-by-cassette courses are typical options.

New or transfer students meeting prerequisites and corequisites for classes taught through distance learning may enroll through normal procedures. Current and previous SPCC students must have a 2.0 grade point average to enroll in distance learning classes and meet all prerequisites and corequisites.

You will be monitored according to the syllabus prepared by the instructor of the distance learning course you are taking. Monitoring is not very different from other more traditional classes.

Course and testing requirements are outlined by the instructor in the syllabus. Distance learning course requirements for progress, conduct, and attendance are set and explained in each course syllabus. Your distance learning instructor is responsible for monitoring these aspects of the course(s) and certified records are kept for the state auditors to indicate compliance with regulations.

### Requirements for Graduation

The following minimum requirements apply to all programs. *Some departments may have additional requirements applicable only to that department.*

1. A student must have a 2.0 quality point average in his major, an overall 2.0 average ("C" average) and have completed all required courses in order to graduate.
2. All departmental requirements must have been satisfied.
3. All property of the college must be returned.
4. Residency requirements must be met. (One quarter of the hours must be earned at South Piedmont Community College.)
5. Presence at graduation is a requirement.

When attendance is impossible, the student may petition, in writing, the Vice President

of Student Services for permission to graduate *in absentia*. Such petition must be made at least ten days before commencement exercises. Permission to graduate *in absentia* may be denied.

6. Each graduating student should make application for graduation and pay the appropriate fees at registration for the last semester before graduation.
7. Complete exit interview with Student Services.
8. Complete Assessment review.

Upon recommendation of the department chairperson and approval of the department faculty and the Vice President of Educational Programs, certain specific graduation requirements may be waived.

Practical Nursing students who expect to complete all course work by the end of summer session may, with the consent of the Vice President of Educational Programs, meet the requirements for graduation by attending the May ceremony provided they sign a letter requesting early graduation. They must, at that time, pay the graduation fees. Diplomas are issued following completion of all course work and other requirements.

### **SPCC Graduation/Persistence Rates**

Information regarding the persistence rates relative to degree completion of students at South Piedmont Community College is available in the Office of Student Records, Garibaldi Building, Polkton Campus.

### **Repeating Course Work**

Students wanting to improve a passing grade in a course may repeat that course once. In the case of a course which has been repeated, the highest grade will be used in the calculations of grade points and credit hours earned.

Certain regulations may prohibit veterans and other financial aid recipients from receiving educational benefits while repeating a course. It is the student's responsibility to determine his or her status in regard to

### **Course Substitution**

Students may request to substitute an equal or higher level course required in their program of study based on particular occupational goals. All substitutions must be approved *in writing* by the student's advisor, departmental chairperson and the Vice President of Educational Programs.

A maximum of five (5) courses may be credited for any student through the course substitution. Exceptions may be made with special approval by the Vice President of Educational Programs.

### **Transfer of Credit**

Educational work completed by the student in other accredited institutions may, where applicable, be credited toward the requirements of a degree, diploma or certificate program at South Piedmont Community College. Students are required to file transcripts of all previous college work.

Credit earned at South Piedmont Community College can be transferred to a similar program at other institutions of the North Carolina Community College System and selected four-year colleges and universities. Transfer credit is determined by the institution to which the student wishes to transfer.

The Comprehensive Articulation Agreement, approved November 1996, between the State Board of Community Colleges and the Board of Governors of the University of North Carolina allows for the transfer of associate in science and associate in arts degree program credits from each community college into each of the 16 public senior institutions of higher education.



South Piedmont Community College has entered into agreements with the following colleges and universities whereby students may transfer credits from the College Transfer and/or General Education Associate degree program toward a Bachelor's degree.

Bennett College  
Campbell University  
Catawba College  
Fayetteville State University  
Gardner-Webb University  
Greensboro College  
Livingstone College  
Methodist College  
Montreat College  
North Carolina A & T State University  
North Carolina Central University  
North Carolina State University  
North Carolina Wesleyan College  
University of North Carolina at Pembroke  
Pfeiffer University  
Shaw University  
University of North Carolina at Charlotte  
Warren Wilson College  
Wingate University  
Winston-Salem State University

For more information regarding the transfer status of specific courses and curriculums, contact the college counselor, a faculty member, and/or the Vice President of Student Services.

### Student Records

South Piedmont Community College will comply with the Amendment to Public Law 93-380, (Privacy Rights of Parents and Students) which sets forth obligations for the maintenance and release of certain student information.

The following documents will be maintained as part of the student's institutional record for five (5) years and will be subject to all state and federal regulations governing the safety and confidentiality of those records:

- ✓ complete application
- ✓ completed medical forms (when applicable)

- ✓ letter of acceptance
- ✓ registration and change notices
- ✓ veterans records
- ✓ transcripts
- ✓ grade sheets and registration forms
- ✓ test records (when applicable)
- ✓ statement of waiver by the student for release of records which also contains a list of those persons to whom the records are accessible.

South Piedmont Community College will use the above information for the sole purpose of assisting the student in the attainment of educational goals at this institution. The information gathered as listed above may be shared with appropriate professional personnel of the institution for the accomplishment of this goal.





Each student has the right to request and be permitted, within the limitations of Public Law 93-380, to review the above listed records in the presence of either the Vice President of Student Services or a counselor. Students wishing to view their records must provide identification and complete a *Request for Release of Information* form. The student will be allowed to view his/her records within 45 days of the request.

A student may not review parental financial information unless the parents give written approval. For additional information pertaining to the Family Educational Rights and Privacy Act, consult the Registrar or Vice President of Student Services.

Certain information is considered to be directory information and may be used for directory purposes unless the student specifically requests directory information to be protected. In accordance with the Family Educational Rights and Privacy Act, directory information relating to a student includes the following:

- ✎ the student's name
- ✎ address
- ✎ telephone listing
- ✎ date and place of birth



-  major field of study
-  participation in officially recognized activities and sports
-  dates of attendance
-  the most recent previous educational agency or institution attended by the student

### **Transcripts**

You may request copies of your South Piedmont Community College transcript from the college's Record Office. Complete "A Request for Release of Information " which you can get in the Student Services Office. You need to allow time for processing and mailing your request.

Transcripts will be prepared without charge. No transcript will be released until your account is cleared with the Business Office and Library.

# student services and life

## **The Purpose of Student Services**

The purpose of the Student Services Division is to provide systematic support services to help students reach their educational and career goals. These services support the instructional programs, are in keeping with, and complement the philosophy and purpose of South Piedmont Community College.

## **Orientation**

All new students are expected to participate in an orientation program conducted each semester by the Student Services staff and other college personnel. The purpose of orientation is to acquaint the student with the campus, student leaders, and support services, as well as to discuss policies and regulations of South Piedmont Community College. At the orientation, you will become familiar with the following:

1. Campus regulations and policies governing student behavior.
2. Financial aid, veteran benefits, child care assistance, work study opportunities, and academic scholarships.
3. College support services available to students such as peer tutoring, counseling, and disability services.
4. Academic policies to include registration, drop/add, withdrawal, grading system, and change of program procedures.
5. Clubs for student participation.

## **Counseling**

The College provides counseling services to help students succeed in their educational programs. Counselors can also help students with more personal problems that might affect their progress.

Requests for these services can be made at the Student Services Office.

## **Peer Tutoring Services**

Peer tutoring is available at no cost to any students needing help in a specific course of study. Peer tutors provide individual and/or group help to build a stronger understanding of course material outside of regularly scheduled classes. If you need a peer tutor, contact a college counselor.

Peer tutors are selected with the approval of the course instructor and a counselor.

## **Academic Support and Developmental Studies**

Academic Support is an entry-level program that provides students with the skills to achieve educational success. Academic Support provides skills development through classroom situations and computerized labs.

Developmental Studies courses include English, reading, and math. They are used to brush-up and review skills needed to be successful in a college career. These courses are unique in that they allow for differing levels of preparation and readiness by students. These courses are offered on both the East and West Campuses.

## **PLATO and Skills Tutorial Labs**

PLATO is a computerized program designed to meet the needs of adult learners. The comprehensive scope and sequence of PLATO courseware spans a broad range of subject areas, with each targeted to specific competencies and skills levels. You do not need previous computer experience. You work at your own pace to improve

your skills. The PLATO lab is located in room 205 of the Martin Technology Complex on the East Campus and at the Continuing Education Center on the West Campus.

Instructors refer students to the Skills Tutorial Lab for additional practice on skills related to the course work. Students use special software packages selected by the instructors to assist students with challenging parts of their courses. The Skills Tutorial Lab is located in Room 205 of the Martin Technology Complex on the East Campus and at the Continuing Education Center on the West Campus.

### **Career Center**

The Career Center offers programs, workshops, and counseling to help students explore their place in the workforce.

A variety of interest, aptitude, and personality tests are available. These tests help you understand more about yourself. This information can be used to make career decisions. Counselors are available to discuss test results, the area job market, educational programs, financial assistance, and other special programs.

The Career Center maintains a collection of books and resources aimed at career development, career exploration, and personal development.

### **Job Placement**

The Career Center can also assist students and graduates with employment opportunities. Help is provided with resumes, interviewing, and job search skills.

While there is no guarantee that students and alumni will be placed in jobs of their choosing, many contacts with business and industry are maintained to help bring prospective employers and employees together.

### **Parking**

All vehicles parked on the campuses of South Piedmont Community College by full- or part-time faculty, staff or students must be registered. Vehicles may be registered any time during the year in the Student Services Office. Failure to register a vehicle may result in a warning citation and fine.

### **Noise**

Students are asked to be considerate of classes in session. Everyone is asked to speak at moderate levels when talking within halls or areas next to classrooms.

Excessive noise interrupts the learning activity in the classrooms and labs and should be avoided.

### **Smoking**

Smoking is prohibited in all South Piedmont Community College buildings. Smokers are invited to use the designated smoking areas outside each building where ashtrays are provided.

### **Phone Calls**

You will not be called out of class to receive personal calls except in the case of an emergency.

Pay telephones are provided for personal calls. You are asked to limit personal calls to three minutes so that pay phones are not tied up for extended periods.

Please don't request the use of telephones in any office.

Hearing impaired individuals should consult the Student Services staff for TDD services.

### **Class Rings**

South Piedmont Community College class rings are available to all students. Students wishing to purchase rings should check with the Student Services Office to find out when to order. A ring sales representative will be available during specific times which will be announced in advance.



## Social and Cultural Activities

South Piedmont Community College offers a well-rounded program for the social and cultural development of its students. Lectures and exhibits of various kinds are held periodically during the year. Notice of these events is posted on the bulletin board in the college lounge.

## Clubs and Student Organizations

### Student Government Association

The purpose of the Student Government Association shall be to enhance the college through the representation of the student body in matters affecting student life and student matters. Moreover, the Student Government Association shall promote and supervise student organizations and activities in order to enhance educational, personal, social, and cultural growth for all South Piedmont Community College students.

All enrolled students, full-time or part-time, who pay the student activity fee shall be members of the South Piedmont Community College Student Government Association.

The Student Government Association Board consists of 12 members (6 members from each campus) elected annually by students on their respective campuses. The board serves to provide leadership and coordination for all Student Government Association sponsored events and activities.

### Phi Beta Lambda

Phi Beta Lambda (PBL) is a national organization for students planning to enter the business world. The club's aim is to familiarize its members with business operations and functions and the American Free Enterprise System. Interested students may join at any time during the year.

## Phi Theta Kappa

### Alpha Omega Psi Chapter

Phi Theta Kappa is the international honor society of the two-year college. Invitation to membership in Phi Theta Kappa can only be extended by the local chapter, Alpha Omega Psi.

To be eligible for membership, a student must currently be enrolled in an associate degree program at South Piedmont Community College. The student must have already completed at least 12 semester hours of course work leading to an associate degree, have a grade point average of 3.5, and enjoy full rights of citizenship.

### Criminal Justice Student Association (CJSA)

Criminal Justice Student Association is comprised of students interested in careers in corrections, law enforcement, security services, or the judicial system. CJSA emphasizes leadership, community service, and fellowship.

### Organization of Human Service Education (OHSE)

The South Piedmont Community College Organization of Human Service Education promotes professional development and community services for those students pursuing careers in the social or human services field.

### Health Technologies Club

The Health Technologies Club provides an opportunity for all students in the health education programs to know each other and offer support for one another. Students participate in community service projects such as screening and preventative health programs.

### Alumni Association

Each South Piedmont Community College student completing a program or graduating is invited to join the Alumni Association. The aim of the Alumni Association is to keep former students involved in SPCC's future activities and growth.

Alumni Association members are invited to take advantage of placement services and other postgraduate benefits that are offered.

### Early Childhood Education Club

The Early Childhood Education Club allows students interested in the development of young children to socialize with peers who have the same interests and goals. Club members participate in community service projects that emphasize helping, sharing, and caring, which are characteristics of good child care.

### CHILDREN ON CAMPUS

South Piedmont Community College, as an adult educational institution, does not maintain child care facilities on campus and is not equipped or authorized to maintain such facilities.

Therefore, students, faculty, and staff are requested not to bring children to class or to the work area. *Children are forbidden from shop and lab areas unless authorized by college personnel.*

Appropriate action will be taken by Student Services personnel.

The College assumes no responsibility or liability for children nor for any accidents or injuries incurred by children in any situation not approved by the College Administration.

### DRUGS AND ALCOHOL

The abuse and use of drugs and alcohol are subjects of immediate concern in our society. These problems are extremely complex and ones for which there are no easy solutions.

From a safety perspective, the users of drugs or alcohol may impair the well-being of all employees, students and the public at large. Drug and alcohol use may also result in damage to college property.

Therefore, it is the policy of this college that the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance or alcohol, is prohibited while in the workplace, on college premises, or as part of any college sponsored activities.

Any employee or student violating this policy will be subject to disciplinary action up to and including termination or expulsion and referral for prosecution. The specifics of this policy are as follows:

1. South Piedmont Community College does not differentiate between drug users, drug pushers, or sellers. Any employee or student who possesses, uses, sells, gives or in any way transfers a controlled substance to another person, or manufactures a controlled substance while in the workplace, on college premises, or as part of any college sponsored activity, will be subject to disciplinary action up to and including termination or expulsion and referral for prosecution.
2. The term "controlled substance" means any drug listed in 21 DFR Part 1308 and other federal regulations, as well as those listed in Article V, Chapter 90 of the North Carolina General Statutes. Generally, these are drugs which have a high potential for abuse. Such drugs include, but are not limited to Heroin, Marijuana, Cocaine, PCP, and "Crack". They also include "legal drugs" which are not prescribed by a licensed physician.
3. If any employee or student is convicted of violating any criminal drug statute while in a workplace, on college premises, or as part of any college sponsored activity, he or she will be subject to disciplinary action up to and including termination or expulsion. Alternatively, the college may require the employee or student to successfully finish a drug abuse program sponsored by an approved private or governmental institution as a precondition for continued employment or enrollment at the college.
4. Each employee or student is required to inform the college, in writing, within five (5) days after he/she is convicted for violation of any federal, state, or local criminal drug statute where such violation occurred while



in the workplace, on college premises, or as part of any college sponsored activity. Conviction means a finding of guilt (including a plea of *nolo contendere*) or the imposition of a sentence by a judge or jury in any federal or state court.

5. Convictions of employees working under a federal grant, for violating drug laws in the workplace, on college premises, or as part of any college sponsored activity, shall be reported to the appropriate federal agency. South Piedmont Community College must notify the U.S. Government agency, with which the grant was made, within ten (10) days after receiving notice from the employee or otherwise receives actual notice of a violation of a criminal drug statute occurring in the workplace. The college shall take receipt of notice. As a condition of further employment on any federal government grant, the law requires all employees to abide by this policy.
6. Any employee or student who unlawfully possesses, uses, sells, or transfers alcoholic beverages to another person while in the workplace, on college premises, or as part of any college sponsored activity, will be subject to disciplinary action up to and including termination or expulsion and referral for prosecution.
7. If an employee or student is convicted of violating any alcoholic beverage control statute while in the workplace, on college premises, or as part of any college sponsored activity, he/she will be subject to disciplinary action up to and including termination or expulsion. Alternatively, the college may require the employee or student to successfully finish an alcoholic rehabilitation program, sponsored by an approved private or governmental institution as a precondition for continued employment or enrollment at the college.
8. The term alcoholic beverage includes beer, wine, whiskey and other beverage listed in

Chapter 18B of the General Statutes of North Carolina.

9. Each employee or student is required to inform the college, in writing, within five (5) days after he/she is convicted of any alcoholic beverage control statute where such violation occurred while in the workplace, on college premises, or as part of any college sponsored activity.

Students employed under the College Work-Study Program are considered to be employees of the college, if the work is performed for the college in which the student is enrolled.

For work performed for a federal, state, local public agency, a private nonprofit or a private for profit agency, students are considered to be employees of the college unless the agreement between the college and the organization specifies that the organization is considered to be the employer.

#### **FIREARMS OR OTHER DANGEROUS WEAPONS POLICY**

South Piedmont Community College will provide a safe environment for students, faculty, staff and visitors. Therefore, any unauthorized possession of a firearm or any other dangerous weapon, as defined in the North Carolina General Statutes 14-269.2, will result in the following actions:

1. The college will file charges under North Carolina General Statutes 14-269.2.
2. Any student who violates this provision will be expelled from the college for a period of not less than one year.
3. Violation of this provision by any employee will be considered a breach of the terms and conditions of employment.



4. Action will follow in accordance with the college's personnel or student due process procedures.

### Student Conduct

Students at South Piedmont Community College are expected to conduct themselves as adults in accordance with generally accepted standards of behavior and decency at all times. Student rights, responsibilities and procedures are outlined in the "Student Handbook" and can be obtained from the Student Services Office.

The college does not permit the use or the possession of alcoholic beverages or illegal drugs on campus. The college is in accordance with federal, state, and local statutes and will cooperate with the respective law enforcement agencies in their enforcement.

Any student subject to dismissal from SPCC for disciplinary reasons is entitled to due process, including the right of appeal.

### Student Housing

The college does not have dormitory facilities. The Student Services Office will assist students in obtaining off-campus housing, when requested to do so and as may be practically possible.

### College Center

The college provides facilities for the convenience of students. Included in the lounge area is a snack area for sandwiches, soft drinks and candies and an area for study and recreation.

### Health Services and First Aid

Emergency First Aid kits are maintained in the Student Services Office as well as in each of the shop areas.

Injuries requiring more than minor first aid will be referred to local physicians. In case of an emergency, physicians and/or ambulance service may be called at the student's expense to provide necessary medical services.

### Adverse Weather

It is the policy of South Piedmont Community College to make up all instructional days missed due to adverse weather by one or a combination of the following ways:

- ✓ Reschedule missed days by using scheduled breaks, by utilizing weekend days, or by extending the last day of the semester.
- ✓ Add the appropriate number of minutes to the remaining classes.
- ✓ Assign special out of class projects.

### Students Who Are Employed

If you plan to work and go to school, you need to look at your total work week. It includes your hours at work, hours in class, and hours needed to do class assignments. You may also have family commitments to consider.

We suggest the following guidelines for balancing your work load and your class load:

WORK LOAD	CLASS LOAD
40+ hours/week	3 semester hours
40 hours/week	3-6 semester hours
30 hours/week	7-11 semester hours
15 hours/week	12-18 semester hours

We want you to succeed at SPCC. These guidelines are just to help you decide how many courses to take based on your schedule and your life.

# LEARNING OPPORTUNITIES

The curriculum division of South Piedmont Community College offers programs of study and training in a wide range of career and interest areas. These programs of study lead to a certificate, a diploma, or an associate degree.

Many courses are offered on a semester basis. A semester is 16 weeks or 80 school days. Other courses are offered in a more compact format such as 8-week sessions. There is also a summer session where courses are offered in a more compact format.

Courses are offered during the day, at night, on weekends, and as distance learning. Not all programs offer courses at all of these times or as distance learning options. Check with your advisor or with Student Services for more information.

The following curriculum programs are offered by South Piedmont Community College:

Accounting	Human Services Technology - Developmental Disabilities
Advertising and Graphic Design	Human Services Technology - Social Services
Air Conditioning, Heating, and Refrigeration Technology	Industrial Management Technology
Associate in Arts	Information Systems
Associate in General Education	Information Systems - Network Administration and Support
Associate in Science	Licensed Practical Nurse Refresher
Autobody Repair	Machining Technology
Business Administration	Masonry
Carpentry	Mechanical Engineering Technology - Drafting and Design
Computer Programming	Medical Assisting
Criminal Justice Technology	Medical Office Administration
Culinary Technology	Nursing Assistant
Early Childhood Associate	Office Systems Technology
Early Childhood Associate - Teacher Associate	Office Systems Technology - Legal
Electrical/Electronics Technology	Paralegal Technology
Emergency Medical Science	Practical Nursing
Foodservice Technology	Surgical Technology
General Occupational Technology	Welding Technology
Health Information Technology	

# college transfer

The College Transfer program is designed to parallel the freshman and sophomore years of a four-year college or university.

During the first two years of college, students take a program of general course work in the areas of humanities, fine arts, mathematics, science, social and behavioral science, and health and physical education. These general education courses will enable you to gain a well-rounded education before going on to a four-year college or university. There is where you will take courses in your major areas to complete a bachelor's degree.

College Transfer students may work towards an Associate in Arts (A.A.) or an Associate in Science (A.S.) degree. You may attend full time or part time during the day or evening. You may also take classes on the weekend and as distance learning.

During your first semester, you will be assigned an advisor who will help you select the appropriate courses. All courses are approved by the state Transfer Advisory Committee and will meet general education requirements in all schools in the University of North Carolina system. You must still meet the transfer university's foreign language and/or health and physical education requirements, if any, prior to or after transfer to the senior institution.

NOTE: Three (3) semester hour credits (SHC) in Speech/Communication may be substituted for 3 SHC in Humanities/Fine arts but not for the literature requirement.

## Associate in Arts (A10100)

### GENERAL EDUCATION

ACA 111	College Student Success	1
ART 111	Art Appreciation or	3
	MUS 110 Music Appreciation	

BIO 111	General Biology I and	4
BIO 112	General Biology II or	4
	CHM 131 Introduction to Chemistry and	
	CHM 131A Introduction to Chemistry Lab and	
	CHM 132 Organic and Biochemistry	
CIS 110	Introduction to Computers	3
COM 231	Public Speaking	3
ENG 111	Expository Writing	3
ENG 113	Literature-Based Research	3
ENG 233	Major American Writers or	3
	ENG 243 Major British Authors	
GEO 111	World Regional Geography	3
HIS 111	World Civilizations I or	3
	HIS 112 World Civilizations II	
MAT 161	College Algebra	3
PHI 240	Introduction to Ethics	3
PSY 150	General Psychology	3
SOC 210	Introduction to Sociology	3

**OTHER REQUIRED HOURS (20 SHC) may include additional general education and professional transfer courses. Choose from the following.**

ANT 220	ART 121	ART 122	ART 131
ART 132	ART 281	CIS 115	ECO 252
ENG 273	GEO 130	HIS 131	HIS 132
HIS 221	HIS 236	MAT 151	MAT 151A
MAT 161A	MAT 162	MAT 162A	MAT 171
MAT 171A	MAT 172	MAT 172A	MAT 271
MAT 272	MAT 273	MAT 280	MUS 112
MUS 114	MUS 213	PED 110	PED 120
PHI 215	PHY 110	PHY 110A	PHY 151
PHY 152	PHY 251	PHY 252	POL 120
PSY 237	PSY 239	PSY 241	PSY 281
REL 110	REL 112	REL 211	REL 212
REL 221	SPA 111	SPA 112	

**Total Credit Hours in Program 65**



## Associate in Science (A10400)

### GENERAL EDUCATION

ART 111	Art Appreciation or <i>MUS 110 Music Appreciation</i>	3
BIO 111	General Biology I and	4
BIO 112	General Biology II or <i>PHY 151 and PHY 152 or CHM 131 and CHM 131A and CHM 132</i>	4
CIS 110	Introduction to Computers	3
COM 231	Public Speaking	3
ENG 111	Expository Writing	3
ENG 113	Literature-Based Research	3
ENG 233	Major American Writers or <i>ENG 243 Major British Authors</i>	3
GEO 111	World Regional Geography	3
HIS 111	World Civilizations I or <i>HIS 112 World Civilizations II</i>	3
MAT 171	Precalculus Algebra	3
PHI 240	Introduction to Ethics	3
PSY 150	General Psychology	3
SOC 210	Introduction to Sociology	3

**OTHER REQUIRED HOURS** Choose 14 hours from the following (may not include the Science Sequence chosen above):

BIO 165	BIO 166	CHM 131	CHM 131A
CHM 132	CIS 115	MAT 151	MAT 151A
MAT 171A	MAT 172	MAT 172A	MAT 271
MAT 272	MAT 273	MAT 280	PHY 151
PHY 152	PHY 251	PHY 252	

Choose 3 hours from the following:

ACA 111	ANT 220	ART 131	ART 132
ART 281	ART 282	ECO 252	ENG 273
GEO 130	HIS 131	HIS 132	HIS 221
HIS 236	MUS 112	MUS 114	MUS 213
PED 110	PED 120	POL 120	PSY 237
PSY 239	PSY 241	PSY 281	REL 112
REL 211	REL 212	REL 221	SPA 111
SPA 112			

**Total Credit Hours in Program** 64

## Associate in General Education (A10300)

The Associate in General Education Degree may be used by a student to develop a curriculum in the college transfer and technical areas that meets a specific need for education and training not provided in one of the College's approved degree (AA, AS, or AAS) plans. Built into this degree is the flexibility to choose courses that meet the needs of a college transfer degree plan that includes significant amounts of technical course work.

### GENERAL EDUCATION

COM 231	Public Speaking	3
ENG 111	Expository Writing	3
ENG 113	Literature-Based Research	3
MAT 161	College Algebra	3
MAT 161A	College Algebra Lab	1

**Humanities and Fine Arts (Choose from:)** 3

ART 111	ENG 233	ENG 243	ENG 273
MUS 110	PHI 215	PHI 240	REL 110
REL 211	REL 212	REL 221	SPA 111

**Social and Behavioral Sciences(Choose from:)** 6

PSY 150	PSY 241	PSY 281	HIS 111
HIS 112	HIS 131	HIS 132	SOC 210

**Sciences (Choose from:)** 4

BIO 111	BIO 112	CHM 131	CHM 131A
MAT 151	MAT 162	MAT 171	MAT 172
MAT 175	PHY 110	PHY 110A	PHY 151
PHY 152			

### COLLEGE TRANSFER OR TECHNICAL COURSES

35 Select courses at the 110 level or higher.

### OTHER REQUIRED HOURS

ACA 111	College Student Success	1
CIS 110	Introduction to Computers	3

**Total Credit Hours in Program** 65

# programs of study

## Accounting (A25100)

The Accounting curriculum is designed to provide students with the knowledge and the skills necessary for employment and growth in the accounting profession. Using the language of business, accountants assemble and analyze, process, and communicate essential information about financial operations.

In addition to course work in accounting principles, theories, and practice, students will study business law, finance, management, and economics. Related skills are developed through the study of communications, computer applications, financial analysis, critical thinking skills, and ethics.

Graduates should qualify for entry-level accounting positions in many types of organizations including accounting firms, small businesses, manufacturing firms, banks, hospitals, school systems, and governmental agencies. With work experience and additional education, an individual may advance in the accounting profession.

	Credit
<b>MAJOR HOURS</b>	
ACC 120 Principles of Accounting I	4
ACC 121 Principles of Accounting II	4
ACC 129 Individual Income Taxes	3
ACC 140 Payroll Accounting	2
ACC 150 Computerized General Ledger	2
ACC 220 Intermediate Accounting I	4
ACC 221 Intermediate Accounting II	4
ACC 225 Cost Accounting	3
BUS 115 Business Law I	3
BUS 121 Business Math	3
BUS 137 Principles of Management	3
BUS 225 Business Finance	3
CIS 111 Basic PC Literacy	2
CIS 120 Spreadsheet I	3
ECO 151 Survey of Economics	3

<b>Elective (Choose from)</b>	3
BUS 110 BUS 116 BUS 125 BUS 135	
BUS 147 BUS 151 BUS 152 BUS 217	
BUS 237 CIS 169 MKT 120	

<b>Accounting Elective (Choose from)</b>	3
ACC 125 ACC 130 ACC 149 ACC 151	
ACC 226 ACC 269	

## GENERAL EDUCATION

COM 140 Intercultural Communication	3
ENG 111 Expository Writing	3
MAT 140 Survey of Mathematics <u>and</u>	3
MAT 140A Survey of Mathematics Lab	1
or BIO 111 General Biology I	

<b>Social Science Elective (Choose one)</b>	3
PSY 150 General Psychology or	
SOC 210 Introduction to Sociology	

<b>Humanities Elective (Choose from)</b>	3
ART 111 ART 113 DAN 140 DRA 122	
MUS 110 MUS 111 PHI 240 REL 110	
REL 211 REL 212 REL 221 SPA 110	
SPA 111 SPA 112 SPA 120	

<b>Total Credit Hours in Program</b>	<b>68</b>
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## Certificate Option (C25100)

ACC 120 Principles of Accounting	4
ACC 129 Individual Income Taxes	3
ACC 140 Payroll Accounting	2
ACC 150 Computerized General Ledger	2
BUS 121 Business Math	3
CIS 111 Basic PC Literacy	2
<b>Total Credit Hours in Option</b>	<b>16</b>

**Advertising and Graphic Design**

(A30100)

The Advertising and Graphic Design curriculum is designed to provide students with knowledge and skills necessary for employment in the graphic design profession, which emphasizes design, advertising, illustration, and digital and multimedia preparation of printed and electronic promotional materials.

Students will be trained in the development of concept and design for promotional materials such as newspaper and magazine advertisements, posters, folders, letterheads, corporate symbols, brochures, booklets, preparation of art for printing, lettering and typography, photography, and electronic media.

Graduates should qualify for employment opportunities with graphic design studios, advertising agencies, printing companies, department stores, a wide variety of manufacturing industries, newspapers, and businesses with in-house graphics operations.

**MAJOR HOURS**

GRA 151	Computer Graphics I	2
GRA 152	Computer Graphics II	2
GRD 110	Typography I	3
GRD 117	Design Career Exploration	2
GRD 121	Drawing Fundamentals I	2
GRD 122	Drawing Fundamentals II	2
GRD 131	Illustration I	2
GRD 132	Illustration II	2
GRD 133	Illustration III	2
GRD 141	Graphic Design I	4
GRD 142	Graphic Design II	4
GRD 233	Product Illustration	2
GRD 241	Graphic Design III	4
GRD 242	Graphics Design IV	4
GRD 243	Graphic Design V	4
GRD 280	Portfolio Design	4
GRD 281	Design of Advertising	2
GRD 285	Client/Media Relations	2

<b>Elective</b> (Choose from)	3
GRD 113 GRD 160 GRD 210 GRD 231	
GRD 232 GRD 282	

**OTHER REQUIRED HOURS**

CIS 111 Basic PC Literacy	2
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**GENERAL EDUCATION**

COM 140 Intercultural Communication	3
ENG 111 Expository Writing	3
MAT 145 Analytical Math	3
MAT 145A Analytical Math Lab	1

<b>Social Science Elective</b> (Choose one)	3
PSY 150 General Psychology or	
SOC 210 Introduction to Sociology	

<b>Humanities Elective</b>	3
ART 111 ART 113 DAN 140 DRA 122	
MUS 110 MUS 111 PHI 240 REL 110	
REL 211 REL 212 REL 221 SPA 110	
SPA 111 SPA 112	

<b>Total Credit Hours in Program</b>	<b>70</b>
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**Certificate Option**

(C30100)

GRA151	Computer Graphics I	2
GRA152	Computer Graphics II	2
GRD 110	Typography I	3
GRD 117	Design Career Exploration	2
GRD 141	Graphic Design I	4
GRD 142	Graphic Design II	4

<b>Total Credit Hours in Option</b>	<b>17</b>
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## Air Conditioning, Heating, and Refrigeration Technology

(A35100)

The Air Conditioning, Heating, and Refrigeration Technology curriculum provides the basic knowledge to develop skills necessary to work with residential and light commercial systems.

Topics include mechanical refrigeration, heating and cooling theory, electricity, controls, and safety. The diploma program covers air conditioning, furnaces, heat pumps, tools and instruments. In addition, the AAS degree covers residential building codes, residential system sizing, and advanced comfort systems.

Diploma graduates should be able to assist in the start up, preventive maintenance, service, repair, and/or installation of residential and light commercial systems. AAS degree graduates should be able to demonstrate an understanding of system selection and balance and of advanced systems.

	Credit
<b>MAJOR HOURS</b>	
AHR 110 Intro to Refrigeration	5
AHR 111 HVACR Electricity	3
AHR 112 Heating Technology	4
AHR 113 Comfort Cooling	4
AHR 114 Heat Pump Technology	4
AHR 125 HVAC Electronics	2
AHR 130 HVAC Controls	3
AHR 133 HVAC Servicing	4
AHR 140 All-Weather Systems	2
AHR 151 HVAC Duct Systems I	2
AHR 160 Refrigerant Certification	1
AHR 180 HVACR Customer Relations	1
AHR 210 Residential Building Code	2
AHR 211 Residential System Design	3
AHR 212 Advanced Comfort Systems	4
AHR 240 Hydronic Heating	2
AHR 250 HVAC System Diagnostics	2

AHR 255 Indoor Air Quality	2
PHY 121 Applied Physics I	4
WOL 110 Basic Construction Skills	3

### OTHER REQUIRED HOURS

CIS 111 Basic PC Literacy	2
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### GENERAL EDUCATION

COM 140 Intercultural Communications	3
ENG 111 Expository Writing	3
MAT 110 Mathematical Measurement	3

### Social Science Elective (Choose one)

PSY 150 General Psychology or SOC 210 Introduction to Sociology	3
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### Humanities Elective (Choose from)

ART 111 ART 113 DAN 140 DRA 122	
MUS 110 MUS 111 PHI 240 REL 110	
REL 211 REL 212 REL 221 SPA 110	
SPA 111 SPA 112	

**Total Credit Hours in Program** **74**

### Diploma Option (D35100)

#### MAJOR HOURS

AHR 110 Introduction to Refrigeration	5
AHR 111 HVACR Electricity	3
AHR 112 Heating Technology	4
AHR 113 Comfort Cooling	4
AHR 114 Heat Pump Technology	4
AHR 133 HVAC Servicing	4
AHR 151 HVAC Duct Systems I	2
AHR 160 Refrigerant Certification	1
AHR 180 HVACR Customer Relations	1
AHR 255 Indoor Air Quality	2
PHY 121 Applied Physics I	4

### OTHER REQUIRED HOURS

CIS 111 Basic PC Literacy	2
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<b>GENERAL EDUCATION</b>		
ENG 101	Applied Communications I	3
MAT 101	Applied Mathematics I	3
<b>Total Credit Hours in Option</b>		<b>42</b>

**Certificate Option**  
(C35100)

AHR 110	Introduction to Refrigeration	5
AHR 111	HVACR Electricity	3
AHR 112	Heating Technology	4
AHR 125	HVAC Electronics	2
AHR 160	Refrigerant Certification	1
AHR 180	HVACR Customer Relations	1

<b>Total Credit Hours in Option</b>		<b>16</b>
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**Autobody Repair**  
(D60100)

The Autobody Repair curriculum provides training in the use of equipment and materials of the autobody repair trade. The student studies the construction of the automobile body and techniques of autobody repairing, rebuilding, and refinishing.

The course work includes autobody fundamentals, industry overview, and safety. Students will perform hands-on repairs in the areas of non-structural and structural repairs, MIG welding, plastics and adhesives, refinishing, and other related areas.

Graduates of the curriculum should qualify for entry-level employment opportunities in the automotive body and refinishing industry. Graduates may find employment with franchised independent garages, or they may become self-employed.

Credit

**MAJOR HOURS**

AUB 111	Painting and Refinishing I	4
AUB 112	Painting and Refinishing II	4
AUB 114	Special Finishes	2

AUB 121	Non-Structural Damage I	3
AUB 122	Non-Structural Damage II	4
AUB 131	Structural Damage I	4
AUB 132	Structural Damage II	4
AUB 134	Autobody MIG Welding	3
AUB 136	Plastics & Adhesives	3
AUB 141	Mech & Elec Components I	3
AUB 142	Mech & Elec Components II	6
AUB 162	Autobody Estimating	2

**GENERAL EDUCATION**

ENG 101	Applied Communications I	3
MAT 101	Applied Mathematics I	3

<b>Total Credit Hours in Program</b>		<b>48</b>
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**Certificate Option**  
(C60100)

AUB 111	Painting and Refinishing I	4
AUB 121	Non-Structural Damage I	3
AUB 131	Structural Damage I	4
AUB 136	Plastics & Adhesives	3
AUB 141	Mechanical & Electrical Components I	3

<b>Total Credit Hours in Option</b>		<b>17</b>
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## Business Administration

(A25120)

The Business Administration curriculum is designed to introduce students to the various aspects of the free enterprise system. Students will be provided with a fundamental knowledge of business functions, processes, and an understanding of business organizations in today's global economy.

Course work includes business concepts such as accounting, business law, economics, management, and marketing. Skills related to the application of these concepts are developed through the study of computer applications, communication, team building, and decision making.

Through these skills, students will have a sound business education base for lifelong learning. Graduates are prepared for employment opportunities in government agencies, financial institutions, and large to small business or industry.

### MAJOR HOURS

ACC 120	Principles of Accounting I	4
ACC 121	Principles of Accounting II	4
BUS 115	Business Law I	3
BUS 116	Business Law II	3
BUS 121	Business Math	3
BUS 137	Principles of Management	3
BUS 153	Human Resource Management	3
BUS 253	Management & Leadership Skills	3
BUS 225	Business Finance	3
BUS 230	Small Business Management	3
CIS 111	Basic PC Literacy	2
CIS 120	Spreadsheet I	3
CIS 152	Data Base Concepts and Applications	3
ECO 151	Survey of Economics	3
MKT 120	Principles of Marketing	3

**Business Electives** (Choose from) 9

ACC 129	ACC 140	BUS 110	BUS 125
BUS 135	BUS 147	BUS 239	CIS 165
CIS 169	OMT 110		

### GENERAL EDUCATION

COM 140	Intercultural Communication	3
ENG 111	Expository Writing	3
MAT 140	Survey of Mathematics <i>and</i>	3
MAT 140A	Survey of Mathematics Lab	1
or	BIO 111 General Biology I	

**Social Science Elective** (Choose one) 3

PSY 150	General Psychology	
or	SOC 210 Introduction to Sociology	

**Humanities Elective** (Choose from) 3

ART 111	ART 113	DAN 140	DRA 122
MUS 110	MUS 111	PHI 240	REL 110
REL 211	REL 212	REL 221	SPA 110
SPA 111	SPA 112	SPA 120	

**Total Credit Hours in Program** 71

### Certificate Option

(C25120)

ACC 120	Principles of Accounting	4
BUS 115	Business Law I	3
BUS 121	Business Math	3
BUS 137	Principles of Management	3
CIS 111	Basic PC Literacy	2
MKT 120	Principles of Marketing	3

**Total Credit Hours in Option** 18



## Carpentry (D35180)

The Carpentry curriculum is designed to train students to construct residential structures using standard building materials and hand and power tools. Carpentry skills and a general knowledge of residential construction will also be taught.

Course work includes footings and foundations, framing, interior and exterior trim, cabinetry, blueprint reading, residential planning and estimating, and other related topics. Students will develop skills through hands-on participation.

Graduates should qualify for employment in the residential building construction field as rough carpenters, framing carpenters, roofers, maintenance carpenters, and other related job titles.

### MAJOR HOURS

BPR 130	Blueprint Reading/Construction	2
CAR 110	Introduction to Carpentry	2
CAR 111	Carpentry I	8
CAR 112	Carpentry II	8
CAR 113	Carpentry III	6
CAR 114	Residential Building Codes	3
CAR 115	Residential Planning/Estimating	3

### OTHER REQUIRED HOURS

BUS 230	Small Business Management	3
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### GENERAL EDUCATION

ENG 101	Applied Communications I	3
MAT 101	Applied Mathematics I	3

**Total Credit Hours in Program** **41**

### Certificate Option (C35180)

CAR 110	Introduction to Carpentry	2
CAR 111	Carpentry I	8
BPR 130	Blueprint Reading/Construction	2
<b>Total Credit Hours in Option</b>		<b>12</b>

**Carpentry programs offered ONLY at Anson Correctional Center and Brown Creek Correctional Institute.**

## Computer Programming (A25130)

The Computer Programming curriculum prepares individuals for employment as computer programmers and related positions through study and applications in computer concepts, logic, programming procedures, languages, generators, operating systems, networking, data management, and business operations.

Students will solve business computer problems through programming techniques and procedures, using appropriate languages and software. The primary emphasis of the curriculum is hands-on training in programming and related computer areas that provide the ability to adapt as systems evolve.

Graduates should qualify for employment in business, industry, and government organizations as programmers, programmer trainees, programmer/analysts, software developers, computer operators, systems technicians, database specialists, computer specialists, software specialists, or information systems managers.

Credit

### MAJOR HOURS

ACC 120	Principles of Accounting I	4
BUS 253	Leadership and Management Skills	3
CIS 111	Basic PC Literacy	2
CIS 115	Introduction to Programming & Logic	3
CIS 120	Spreadsheet I	3
CIS 130	Survey of Operating Systems	3
CIS 147	Operating System -Windows	3
CIS 152	Database Concepts and Applications	3
CIS 286	Systems Analysis & Design	3

CIS 288	Systems Project	3
CSC 133	C Programming	3
CSC 139	Visual BASIC Programming	3
CSC 143	Object-Oriented Prog	3
CSC 233	Advanced C	3
CSC 239	Advanced Visual BASIC	3
ECO 151	Survey of Economics	3
NET 110	Data Communications/Networking	3
OST 131	Keyboarding	2

### GENERAL EDUCATION

COM 140	Intercultural Communications	3
ENG 111	Expository Writing	3
MAT 145	Analytical Math	3
MAT 145A	Analytical Math Lab	1

<b>Social Science Elective</b>	(Choose one)	3
PSY 150	General Psychology or	
SOC 210	Introduction to Sociology	

<b>Humanities Elective</b>	(Choose from)	3
ART 111	ART 113 DAN 140 DRA 122	
MUS 110	MUS 111 PHI 240 REL 110	
REL 211	REL 212 REL 221 SPA 110	
SPA 111	SPA 112 SPA 120	

**Total Credit Hours in Program** 69

### Diploma Option (D25130)

### MAJOR HOURS

CIS 111	Basic PC Literacy	2
CIS 115	Introduction to Programming and Logic	3
CIS 130	Survey of Operating Systems	3
CIS 147	Operating System -Windows	3
CSC 133	C Programming	3
CSC 139	Visual BASIC Programming	3
CSC 143	Object-Oriented Prog	3
CSC 233	Advanced C	3
CSC 239	Advanced Visual BASIC	3
NET 110	Data Communications/Networking	3
OST 131	Keyboarding	2

### GENERAL EDUCATION

ENG 111	Expository Writing	3
MAT 145	Analytical Math	3
MAT 145A	Analytical Math Lab	1

**Total Credit Hours in Option** 38

### Certificate Option (C25130)

CIS 111	Basic PC Literacy	2
CIS 115	Introduction to Programming and Logic	3
CIS 130	Survey of Operating Systems	3
CIS 139	Visual BASIC Programming	3
CIS 147	Operating System - Windows	3
OST 131	Keyboarding	2

**Total Credit Hours in Option** 16

### Criminal Justice Technology (A55180)

The Criminal Justice Technology curriculum is designed to provide knowledge of criminal justice systems and operations. Study will focus on local, state, and federal law enforcement, judicial processes, corrections, and security services. The criminal justice system's role within society will be explored.

Emphasis is on criminal justice systems, criminology, juvenile justice, criminal and constitutional law, investigative principles, ethics, and community relations. Additional study may include issues and concepts of government, counseling, communications, computers, and technology.

Employment opportunities exist in a variety of local, state, and federal law enforcement, corrections, and security fields. Examples include police officer, deputy sheriff, county detention

officer, state trooper, intensive probation/parole surveillance officer, correctional officer, and loss prevention specialist.

**MAJOR HOURS**

	Credit
CJC 111 Introduction To Criminal Justice	3
CJC 112 Criminology	3
CJC 113 Juvenile Justice	3
CJC 121 Law Enforcement Operations	3
CJC 131 Criminal Law	3
CJC 132 Court Procedure & Evidence	3
CJC 141 Corrections	3
CJC 151 Introduction to Loss Prevention	3
CJC 212 Ethics And Community Relations	3
CJC 213 Substance Abuse	3
CJC 221 Investigative Principles	4
CJC 222 Criminalistics	3
CJC 223 Organized Crime	3
CJC 231 Constitutional Law	3
CJC 232 Civil Liability	3
CJC 293 Selected Topics in Criminal Justice	3
COE 111 Co-op Work Experience	1
COE 115 Work Experience Seminar	1

**OTHER REQUIRED HOURS**

CIS 111 Basic PC Literacy	2
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**GENERAL EDUCATION**

COM 140 Intercultural Communication	3
ENG 111 Expository Writing	3
MAT 140 Survey of Mathematics <u>and</u>	3
MAT 140A Survey of Mathematics Lab	1
or BIO 111 General Biology I	
PSY 150 General Psychology	3
or SOC 210 Introduction to Sociology	
Humanities Elective (Select from)	3
ART 111 ART 113 DAN 140 DRA 122	
MUS 110 MUS 111 PHI 240 REL 110	
REL 211 REL 212 REL 221 SPA 110	
SPA 111 SPA 112 SPA 120	

**Total Credit Hours in Program** 69

**Diploma Option**  
(D55180)

**MAJOR HOURS**

CJC 111 Introduction to Criminal Justice	3
CJC 112 Criminology	3
CJC 113 Juvenile Justice	3
CJC 121 Law Enforcement Operations	3
CJC 131 Criminal Law	3
CJC 141 Corrections	3
CJC 212 Ethics & Community Relations	3
CJC 221 Investigative Principles	4
CJC 231 Constitutional Law	3
CJC 232 Civil Liability	3

**GENERAL EDUCATION**

COM 140 Interculture Communication	3
ENG 111 Expository Writing	3

**Total Credit Hours in Option** 37

**Certificate Option**  
(C55180)

CJC 111 Introduction to Criminal Justice	3
CJC 121 Law Enforcement Operations	3
CJC 131 Criminal Law	3
CJC 141 Corrections	3
CJC 212 Ethics & Community Relations	3
CJC 231 Constitutional Law	3

**Total Credit Hours in Option** 18



## Culinary Technology

(D55200)

The Culinary Technology curriculum provides specific training required to prepare students to assume positions as trained culinary professionals in a variety of food service settings including full service restaurants, hotels, resorts, clubs, catering operations, contract food service, and health care facilities.

Course offerings emphasize practical application, a strong theoretical knowledge base, and professionalism and provides the critical competencies to successfully meet industry demands. Courses also include sanitation, food/beverage service and control, baking garde manager, American/international cuisines, food production, and hospitality supervision.

Graduates should qualify for entry-level positions such as line cook, station chef, and assistant pastry chef. American Culinary Federation certification is available to graduates. With experience, graduates may advance to positions such as sous-chef, executive chef, or food service manager.

### MAJOR HOURS

CIS 111	Basic PC Literacy	2
CUL 110	Sanitation & Safety	2
CUL 110A	Sanitation & Safety Lab	1
CUL 120	Purchasing	2
CUL 120A	Purchasing Lab	1
CUL 135	Food & Beverage Service	2
CUL 135A	Food & Beverage Service Lab	1
CUL 140	Basic Culinary Skills	5
CUL 160	Baking	3
CUL 220	Food Service for Special Operations	5
CUL 240	Advanced Culinary Skills	5
CUL 260	Baking II	3
HRM 110	Introduction to Hospitality	2
OMT 227	Maintenance Practices	3

### GENERAL EDUCATION

ENG 101	Applied Communications	3
MAT 101	Applied Mathematics I	3
PSY 102	Human Relations	2

**Total Credit Hours in Program** 45

### Basic Certificate Option

(C55200A)

CUL 110	Sanitation & Safety	2
CUL 110A	Sanitation & Safety Lab	1
CUL 135	Food & Beverage Service	2
CUL 135A	Food & Beverage Service Lab	1
CUL 140	Basic Culinary Skills	5
CUL 240	Advanced Culinary Skills	5

**Total Credit Hours in Option** 16

### Baking Certificate Option

(55200B)

CUL 140	Basic Culinary Skills	5
CUL 160	Baking I	3
CUL 240	Advanced Culinary Skills	5
CUL 260	Baking II	3

**Total Credit Hours in Option** 16

**Offered ONLY at West Campus (Monroe).**

**Early Childhood Associate**

(A55220)

The Early Childhood Associate curriculum prepares individuals to work with children from infancy through middle childhood in diverse learning environments. Students will combine learned theories with practice in actual settings with young children under the supervision of qualified teachers.

Course work includes child growth and development; physical/nutritional needs of children; care and guidance of children; and communication skills with parents and children. Students will foster the cognitive/language, physical/motor, social/emotional, and creative development of young children.

Graduates are prepared to plan and implement developmentally appropriate programs in early childhood settings. Employment opportunities include child development and child care programs, preschools, public and private schools, recreational centers, Head Start Programs, and school-age programs.

	Credit
<b>MAJOR HOURS</b>	
COE 111 Co-op Work Experience	1
COE 115 Co-op Experience Seminar	1
COE 121 Co-op Work Experience II	1
COE 125 Co-op Experience Seminar	1
COE 131 Co-op Work Experience III	1
COE 135 Co-op Experience Seminar	1
EDU 119 Early Childhood Education	4
<i>or EDU 111 Early Childhood Credential I and EDU 112 Early Childhood Credential II</i>	
EDU 131 Children, Family, and Community	3
EDU 144 Child Development I	3
EDU 145 Child Development II	3
EDU 146 Child Guidance	3
EDU 151 Creative Activities	3
EDU 153 Health, Safety, & Nutrition	3

EDU 188 Issues in Early Childhood Education	2
EDU 221 Children With Special Needs	3
EDU 234 Infants, Toddlers, and Twos	3
EDU 252 Math and Science Activities	3
EDU 253 Music for Young Children	2
EDU 261 Early Childhood Administration I	2
EDU 282 Early Childhood Literature	3

<b>ELECTIVES</b> (Select from)	9
ACC120 BUS 230 CIS 152 EDU 262	
EDU 259 EDU 275 EDU 293	

**OTHER REQUIRED HOURS**

CIS 111 Basic PC Literacy	2
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**GENERAL EDUCATION**

COM 140 Intercultural Communication	3
ENG 111 Expository Writing	3
MAT 140 Survey of Mathematics <i>and</i>	3
MAT 140A Survey of Mathematics Lab	1

<b>Social Science Elective</b> (Select one)	3
PSY 150 General Psychology	
<i>or SOC 210 Introduction to Sociology</i>	

<b>Humanities Elective</b> (Select from)	3
ART 111 ART 113 DAN 140 DRA 122	
MUS 110 PHI 240 REL 110 REL 211	
REL 212 REL 221 SPA 110 SPA 111	
SPA 112 SPA 120	

<b>Total Credit Hours in Program</b>	<b>73</b>
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### Diploma Option (D55220)

#### MAJOR HOURS

COE 111	Co-op Work Experience	1
COE 115	Co-op Experience Seminar	1
COE 121	Co-op Work Experience II	1
COE 125	Co-op Experience Seminar II	1
EDU 119	Early Childhood Education <i>or</i> <i>EDU 111 Early Childhood Credential I and EDU 112 Early Childhood Credential II</i>	4
EDU 131	Children, Family, and Community	3
EDU 144	Child Development I	3
EDU 145	Child Development II	3
EDU 146	Child Guidance	3
EDU 151	Creative Activities	3
EDU 221	Children With Special Needs	3
EDU 252	Math & Science Activities	3
EDU 282	Early Childhood Literature	3

#### OTHER REQUIRED HOURS

CIS 111	Basic PC Literacy	2
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#### GENERAL EDUCATION

ENG 111	Expository Writing	3
COM 140	Intercultural Communications	3
PSY 150	General Psychology	3
	<i>or SOC 210 Introduction to Sociology</i>	
Humanities Elective (Select from)		3
ART 111	DRA 122	MUS 110 PHI 240
REL 110	REL 211	REL 212 REL 221
SPA 110	SPA 111	SPA 112

**Total Credit Hours in Option** **46**

### Certificate Option (C55220)

COE 111	Co-op Work Experience	1
COE 115	Co-op Experience Seminar	1
EDU 119	Early Childhood Education <i>or</i> <i>EDU 111 Early Childhood Credential I and EDU 112 Early Childhood Credential II</i>	4

EDU 144	Child Development I	3
EDU 146	Child Guidance	3
EDU 151	Creative Activities	3
EDU 252	Math and Science Activities	3
<b>Total</b>	<b>Credit Hours in Option</b>	<b>18</b>

### Early Childhood Associate Teacher Associate (A5522B)

Teacher Associate is a concentration under the curriculum title of Early Childhood Associate. This curriculum prepares individuals to work with children from infancy through middle childhood in diverse learning environments. Students will combine learned theories with practice in actual settings with young children under the supervision of qualified teachers.

Course work includes childhood growth and development, physical/nutritional needs of children, care and guidance of children, and communication skills with parents and children. Students will foster the cognitive/language, physical/motor, social/emotional, and creative development of young children.

Graduates are prepared to plan and implement developmentally appropriate programs in early childhood settings. Employment opportunities include child development and child care programs, preschools, public and private schools, recreational centers, Head Start programs, and school-age programs.

		Credit
<b>MAJOR HOURS</b>		
COE 111	Co-op Work Experience	1
COE 115	Co-op Experience Seminar	1
COE 121	Co-op Work Experience II	1



EDU 118	Teacher Associate Principles & Practice	3
EDU 119	Early Childhood Education	4
	or EDU 111 Early Childhood Credential I and EDU 112 Early Childhood Credential II	
EDU 131	Children, Family, and Community	3
EDU 144	Child Development I	3
EDU 145	Child Development II	3
EDU 146	Child Guidance	3
EDU 151	Creative Activities	3
EDU 153	Health, Safety, & Nutrition	3
EDU 157	Active Play	3
EDU 171	Instructional Media	2
EDU 186	Reading & Writing Methods	3
EDU 188	Issues in Early Childhood Education	2
EDU 221	Children With Special Needs	3
EDU 235	School-age Development & Programs	2
EDU 252	Math and Science Activities	3
EDU 253	Music for Young Children	2
EDU 275	Effective Teacher Training	2
EDU 282	Early Childhood Literature	3
EDU 285	Internship Experience-School Age	1

#### OTHER REQUIRED HOURS

CIS 111	Basic PC Literacy	2
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#### GENERAL EDUCATION

COM 140	Intercultural Communication	3
ENG 111	Expository Writing	3
MAT 140	Survey of Mathematics and	3
MAT 140A	Survey of Mathematics Lab	1

Social Science Elective (Select one)	3
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PSY 150	General Psychology	
	or SOC 210	Introduction to Sociology

Humanities Elective (Select from)	3
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ART 111	ART 113	DAN 140	DRA 122
MUS 110	MUS 111	PHI 240	REL 110
REL 211	REL 212	REL 221	SPA 110
SPA 111	SPA 112		

Total Credit Hours in Program	72
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#### Diploma Option (D5522B)

#### MAJOR HOURS

COE 111	Co-op Work Experience	1
COE 115	Work Experience Seminar I	1
COE 121	Co-op Work Experience II	1
EDU 118	Teacher Associate Principles & Practice	3
EDU 119	Early Childhood Education or	4
	EDU 111 Early Childhood Credential I and EDU 112 Early Childhood Credential II	
EDU 131	Children, Family, and Community	3
EDU 144	Child Development I	3
EDU 145	Child Development II	3
EDU 146	Child Guidance	3
EDU 151	Creative Activities	3
EDU 186	Reading & Writing Methods	3
EDU 235	School-age Development & Programs	3
EDU 275	Effective Teacher Training	2
EDU 285	Internship Experience-School Age	1

#### GENERAL EDUCATION

COM 140	Intercultural Communication	3
ENG 111	Expository Writing	3
PSY 150	General Psychology	3
	or SOC 210	Introduction to Sociology

Humanities Elective (Select from)	3
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ART 111	DRA 122	MUS 110	PHI 240
REL 110	REL 211	REL 212	REL 221
SPA 110	SPA 111	SPA 112	

Total Credit Hours in Option	45
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#### Certificate Option (C5522B)

COE 111	Co-op Work Experience	1
COE 115	Work Experience Seminar I	1
EDU 118	Teacher Associate Principles & Practice	3
EDU 119	Early Childhood Education	4
	or EDU 111 Early Childhood Credential I and EDU 112 Early Childhood Credential II	

EDU 157	Active Play	3
EDU 186	Reading & Writing Methods	3
EDU 275	Effective Teacher Training	2
<b>Total Credit Hours in Option</b>		<b>17</b>

### **Electrical/Electronics Technology** (A35220)

The Electrical/Electronics Technology curriculum is designed to provide training for persons interested in the installation and maintenance of electrical/electronic systems found in residential, commercial, and industrial facilities.

Training, most of which is hands-on, will include such topics as AC/DC theory, basic wiring practices, digital electronics, programmable logic controllers, industrial motor controls, the National Electric Code, and other subjects as local needs require.

Graduates should qualify for a variety of jobs in the electrical/electronics field as an on-the-job trainee or apprentice assisting in the layout, installation, and maintenance of electrical/electronic systems.

		Credit
<b>MAJOR HOURS</b>		
DFT 151	CAD I	3
ELC 112	DC/AC Electricity	5
ELC 113	Basic Wiring I	4
ELC 115	Industrial Wiring	4
ELC 117	Motors and Controls	4
ELC 118	National Electrical Code	2
ELC 128	Introduction to PLC	3
ELN 131	Electronic Devices	4
ELN 132	Linear IC Applications	4
ELN 133	Digital Electronics	4
ELN 231	Industrial Controls	3
ELN 232	Introduction to Microprocessors	4
ELN 275	Troubleshooting	2

HYD 110	Hydraulics/Pneumatics	3
WOL 110	Basic Construction Skills	3

#### **OTHER REQUIRED HOURS**

CIS 111	Basic PC Literacy	2
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#### **GENERAL EDUCATION**

COM 140	Intercultural Communication	3
ENG 111	Expository Writing	3
MAT 140	Survey of Mathematics	3
MAT 140A	Survey of Mathematics Lab	1

<b>Social Science Elective</b> (Select one)		3
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PSY 150 General Psychology  
or SOC 210 Introduction to Sociology

<b>Humanities Elective</b> (Select from)		3
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ART 111	ART 113	DAN 140	DRA 122
MUS 110	MUS 111	PHI 240	REL 110
REL 211	REL 212	REL 221	SPA 110
SPA 111	SPA 112		

<b>Total Credit Hours in Program</b>		<b>70</b>
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### **Diploma Option** (D35220)

#### **MAJOR HOURS**

ELC 112	DC/AC Electricity	5
ELC 113	Basic Wiring I	4
ELC 115	Industrial Wiring	4
ELC 117	Motors and Controls	4
ELC 118	National Electrical Code	2
ELC 128	Introduction to PLC	3
ELN 131	Electronic Devices	4
ELN 133	Digital Electronics	4
ELN 275	Troubleshooting	2

#### **GENERAL EDUCATION**

ENG 111	Expository Writing	3
MAT 140	Survey of Mathematics	3
MAT 140A	Survey of Mathematics Lab	1

<b>Total Credit Hours in Program</b>		<b>39</b>
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### Electrical Certificate Option (C35220)

ELC 112	DC/AC Electricity	5
ELC 113	Basic Wiring I	4
ELC 115	Industrial Wiring	4
ELC 117	Motors and Controls	4
<b>Total Credit Hours in Option</b>		<b>17</b>

### Digital Electronics Certificate (C35220DE)

ELC 112	DC/AC Electricity	5
ELC 118	National Electrical Code	2
ELN 131	Electronic Devices	4
ELN 133	Digital Electronics	4
ELN 275	Troubleshooting	2
<b>Total Credit Hours in Option</b>		<b>17</b>

### Industrial Electronics Certificate (C35220IE)

ELC 112	DC/AC Electricity	5
ELC 113	Basic Wiring I	4
ELC 117	Motors and Controls	4
ELC 118	National Electrical Code	2
ELC 128	Introduction to PLC	3
<b>Total Credit Hours in Option</b>		<b>18</b>

### Emergency Medical Science (A45340)

Collaborative Program Offered in Cooperation  
with Montgomery Community College

The Emergency Medical Science curriculum is designed to prepare graduates to enter the workforce as paramedics. Additionally, the program can provide an Associate Degree for individuals desiring an opportunity for career enhancement.

The course of study provides the student an opportunity to acquire basic and advanced life support knowledge and skills by utilizing classroom instruction, practical laboratory sessions, hospital clinical experience, and field internships with emergency medical service agencies.

Students progressing through the program may be eligible to apply for both state and national certification exams. Employment opportunities include ambulance services, fire and rescue agencies, air medical services, specialty areas of hospitals, industry, educational institutions, and government agencies.

	Credit
<b>MAJOR HOURS</b>	
EMS 110 EMT-Basic	6
EMS 111 Prehospital Environment	3
EMS 120 Intermediate Interventions	3
EMS 121 Clinical Practicum I	2
EMS 130 Pharmacology I for EMS	2
EMS 131 Advanced Airway Management	2
EMS 140 Rescue Scene Management	3
EMS 150 Emergency Vehicles & EMS Commun.	2
EMS 210 Advanced Patient Assessment	2
EMS 220 Cardiology	4
EMS 221 Clinical Practicum II	3
EMS 231 Clinical Practicum III	3
EMS 235 EMS Management	2
EMS 240 Special Needs Patients	2
EMS 241 EMS Clinical Practicum IV	3



EMS 250	Advanced Medical Emergencies	3
EMS 260	Advanced Trauma Emergencies	2
EMS 270	Life Span Emergencies	3
EMS 285	EMS Capstone	2

#### OTHER REQUIRED HOURS

CIS 111	Basic PC Literacy	2
BIO 165	Anatomy and Physiology I	4
BIO 166	Anatomy and Physiology II	4

#### GENERAL EDUCATION

ENG 111	Expository Writing	3
ENG 113	Literature-based Research	3
PSY 150	General Psychology	3
ENG 233	Major American Writers	3

or REL 221 *Religion in America*

**Total Credit Hours in Program 74**

### Foodservice Technology

(D55250)

The Foodservice Technology curriculum is designed to introduce students to the foodservice industry and prepare them for entry-level positions.

Courses include sanitation and safety, basic and advanced foodservice skills, baking, menu planning, and cost control.

Graduates should qualify for employment as line cooks, prep cooks, or bakers in foodservice settings.

#### MAJOR HOURS

CIS 111	Basic PC Literacy	2
FST 100	Introduction to Foodservice	1
FST 101	Introduction to Baking	3
FST 102	Basic Foodservice Skills	7
FST 103	Safety and Sanitation	3
FST 104	Foodservice Equipment	2

FST 105	Menu Planning	5
FST 106	Advanced Foodservice Skills	5
FST 107	Advanced Baking	3
FST 108	Cost Control	3

#### GENERAL EDUCATION

ENG 101	Applied Communications I	3
MAT 101	Applied Mathematics I	3
PSY 102	Human Relations	2

**Total Credit Hours in Program 42**

#### Certificate Option

(C55250)

FST 100	Introduction to Foodservice	1
FST 101	Introduction to Baking	3
FST 102	Basic Foodservice Skills	7
FST 103	Safety and Sanitation	3
FST 104	Foodservice Equipment	2

**Total Credit Hours in Option 16**

**This program is only offered at Anson Correctional Center.**

### General Occupational Technology

(A55280)

The General Occupational Technology curriculum provides individuals with an opportunity to upgrade their skills and to earn an associate degree by taking courses suited for their occupational interests and/or needs.

The curriculum content will be individualized for students according to their occupational interests and needs. A program of study for each student will be selected from associate degree-level courses offered by the College.

Graduates will become more effective workers, better qualified for advancements within their field of employment, and become qualified for a wide range of entry-level employment opportunities.

## I. REQUIRED COURSES

### GENERAL EDUCATION

COM 140	Intercultural Communications	3
ENG 111	Expository Writing	3
MAT 140	Survey of Mathematics and	3
MAT 140A	Survey of Mathematics Lab or BIO 111 General Biology I	1

Social Science Elective (Choose one)		3
PSY 150	General Psychology or SOC 210 Introduction to Sociology	

Humanities Elective (Choose from)		3
ART 111	ART 113 DAN 140 DRA 122	
MUS 110	MUS 111 PHI 240 REL 110	
REL 211	REL 212 REL 221 SPA 110	
SPA 111	SPA 120	

### OTHER REQUIRED HOURS

ACA 111	College Student Success	1
CIS 110	Introduction to Computers	3

## II. CORE COURSES 22

A combination of core courses from degree curriculums. See your advisor for help in selecting core courses.

## III. TECHNICAL COURSES 27

Courses from the college's course listings (courses at the 110 level and above).

**Total Credit Hours in Program 69**

## Health Information Technology

(A45360)

The Health Information Technology curriculum prepares individuals with the knowledge and skills to process, analyze, abstract, compile, maintain, manage, and report health information.

Students will supervise departmental functions; classify, code and index diagnoses and procedures; coordinate information for cost control, quality management, statistics, marketing, and planning; monitor governmental and non-governmental standards; facilitate research; and design system controls to monitor patient information security.

Graduates of this program may be eligible to write the national certification examination to become a Certified Coding Specialist(CCS). Employment opportunities include hospitals, rehabilitation facilities, nursing homes, health insurance organizations, out-patient clinics, physicians' offices, Hospice, and mental health facilities.

		Credit
<b>MAJOR HOURS</b>		
BIO 165	Anatomy and Physiology I	4
BIO 166	Anatomy and Physiology II	4
CIS 111	Basic PC Literacy	2
HIT 110	Health Information Orientation	2
HIT 112	Health Law and Ethics	3
HIT 114	Record Systems/Standards	3
HIT 122	Directed Practice I	1
HIT 210	Health Care Statistics	4
HIT 212	Coding/Classification I	4
HIT 214	Coding/Classification II	4
HIT 216	Quality Management	3
HIT 218	Management	3
HIT 220	Computers in Health Care	2
HIT 222	Directed Practice III	2
HIT 226	Principles of Disease	3
HIT 280	Professional Issues	2

HIT 293	Selected Topics in HIT	3
MED 121	Medical Terminology I	3
MED 122	Medical Terminology II	3

**GENERAL EDUCATION**

COM 140	Intercultural Communications	3
ENG 111	Expository Writing	3
MAT 110	Mathematical Measurement	3

<b>Social Science Elective</b>	(Choose one)	3
PSY 150	General Psychology or	
SOC 210	Introduction to Sociology	

<b>Humanities Elective</b>	(Choose from)	3
ART 111	ART 113 DAN 140 DRA 122	
MUS 110	MUS 111 PHI 240 REL 110	
REL 211	REL 212 REL 221 SPA 110	
SPA 111	SPA 112	

**Total Credit Hours in Program** 70

**Coding Certificate Option**  
(C45360)

BIO165	Anatomy and Physiology I	4
HIT 212	Coding/Classification I	4
HIT 214	Coding/Classification II	4
MED 121	Medical Terminology I	3
MED 122	Medical Terminology II	3

**Total Credit Hours in Option** 18

**Human Services Technology -  
Developmental Disabilities**  
(A4538A)

The Human Services Technology/Developmental Disabilities concentration is designed to train technicians to work with children and adults with physical, mental, and emotional disabilities. Students will specialize in the areas

of developmental disabilities and mental retardation.

Students will gain an understanding of the handicapping effects of developmental disabilities in medical, psychological, social, educational, vocational, and economic terms. Fieldwork and clinical experience in community agencies providing comprehensive services to disabled persons and their families will be provided.

Graduates should qualify for employment in group homes, foster care homes, respite services, vocational rehabilitation agencies, sheltered workshops, adult developmental activities programs, early childhood intervention programs, and other programs for developmentally disabled and mentally retarded individuals and their families.

**MAJOR HOURS**

DDT 110	Developmental Disabilities	3
DDT 120	Teaching Developmentally Disabled	3
DDT 130	Residential Services	3
DDT 210	DDT Health Issues	3
DDT 220	Program Planning Process	3
COE 111	Co-op Work Experience I	1
COE 115	Work Experience Seminar I	1
COE 121	Co-op Work Experience II	1
COE 125	Work Experience Seminar II	1
HSE 110	Introduction to Human Services	3
HSE 112	Group Process I	2
HSE 123	Interviewing Techniques	3
HSE 125	Counseling	3
HSE 210	Human Services Issues	2
HSE 220	Case Management	3
HSE 225	Crisis Intervention	3
HSE 251	Activities Therapy	3
PSY 150	General Psychology	3
PSY 265	Behavioral Modification	3
PSY 281	Abnormal Psychology	3
SAB 110	Substance Abuse Overview	3
SOC 220	Social Problems	3



**OTHER REQUIRED HOURS**

CIS 111 Basic PC Literacy	2
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**GENERAL EDUCATION**

MAT 140 Survey of Mathematics <u>and</u>	3
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MAT 140A Survey of Mathematics Lab	1
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or BIO 111 General Biology I	
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ENG 111 Expository Writing	3
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COM 140 Intercultural Communication	3
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SOC 210 Introduction to Sociology	3
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Humanities Elective (Choose from)	3
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ART 111 ART 113 DAN 140 DRA 122	
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MUS 110 MUS 111 PHI 240 REL 110	
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REL 211 REL 212 REL 221 SPA 110	
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SPA 111 SPA 112	
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Total Credit Hours in Program	74
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**Diploma Option**  
(D4538A)

**MAJOR HOURS**

DDT 110 Developmental Disabilities	3
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DDT 120 Teaching Developmental Disabilities	3
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DDT 210 DDT Health Issues	3
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DDT 220 Program Planning Process	3
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HSE 110 Introduction to Human Services	3
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HSE 112 Group Process I	2
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HSE 123 Interviewing Techniques	3
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HSE 220 Case Management	3
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HSE 225 Crisis Intervention	3
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PSY 265 Behavior Modification	3
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**OTHER REQUIRED HOURS**

CIS 111 Basic PC Literacy	2
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**GENERAL EDUCATION**

COM 140 Intercultural Communication	3
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ENG 111 Expository Writing	3
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PSY 150 General Psychology	3
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Total Credit Hours In Option	40
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**Certificate Option**  
(C4538A)

CIS 111 Basic PC Literacy	2
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DDT 110 Developmental Disabilities	3
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HSE 110 Introduction to Human Services	3
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HSE 112 Group Process I	2
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HSE 123 Interviewing Techniques	3
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HSE 220 Case Management	3
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Total Credit Hours in Option	16
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**Human Services Technology -  
Social Services**  
(A4538D)

The Human Services Technology/Social Services concentration prepares students for direct service delivery work in social service agencies. The curriculum enables students to link theory and practice through interactive classroom activities developing a skill-based academic foundation.

Course work includes the history of the social service movement, ethical issues, case management, diversity issues, law in the practice of social work, and community resources. Students also gain skills in interviewing and counseling techniques.

Graduates should qualify for employment with local, county, state, and federal government social service agencies. Employment includes family and child assistance, rehabilitation health services, medical assistance, youth services, aging, and developmentally disabled programs in public and private settings.

Credit

**MAJOR HOURS**

COE 111 Co-op Work Experience I	1
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COE 115 Work Experience Seminar	1
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COE 121	Co-op Work Experience II	1
COE 125	Work Experience Seminar II	1
HSE 110	Introduction to Human Services	3
HSE 112	Group Process I	2
HSE 123	Interviewing Techniques	3
HSE 125	Counseling	3
HSE 210	Human Services Issues	2
HSE 220	Case Management	3
HSE 225	Crisis Intervention	3
HSE 227	Children & Adolescents In Crisis	3
PSY 150	General Psychology	3
PSY 265	Behavior Modification	3
PSY 281	Abnormal Psychology	3
SAB 110	Substance Abuse Overview	3
SOC 220	Social Problems	3
SWK 110	Introduction to Social Work	3
SWK 113	Working with Diversity	3
SWK 115	Community Resources	3
SWK 214	Social Work Law	3
SWK 220	SWK Issues in Client Services	3
<b>OTHER REQUIRED HOURS</b>		
CIS 111	Basic PC Literacy	2
<b>GENERAL EDUCATION</b>		
COM 140	Intercultural Communications	3
ENG 111	Expository Writing	3
MAT 140	Survey of Mathematics <u>and</u>	3
MAT 140A	Survey of Mathematics Lab or BIO 111 General Biology	1
SOC 210	Introduction to Sociology	3
<b>Humanities Elective</b> (Choose from)		3
ART 111	ART 113 DAN 140 DRA 122	
MUS 110	MUS 111 PHI 240 REL 110	
REL 211	REL 212 REL 221 SPA 110	
SPA 111	SPA 112 SPA 120	
<b>Total Credit Hours In Program</b>		<b>74</b>

### Diploma Option (D4538D)

#### MAJOR HOURS

HSE 110	Introduction to Human Services	3
HSE 112	Group Process I	2
HSE 123	Interviewing Techniques	3
HSE 220	Case Management	3
HSE 225	Crisis Intervention	3
PSY 150	General Psychology	3
PSY 265	Behavior Modification	3
SWK 110	Introduction to Social Work	3
SWK 113	Working with Diversity	3
SWK 115	Community Resources	3
SWK 214	Social Work Law	3

#### OTHER REQUIRED HOURS

CIS 111	Basic PC Literacy	2
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#### GENERAL EDUCATION

COM 140	Intercultural Communication	3
ENG 111	Expository Writing	3

**Total Credit Hours in Option 40**

### Certificate Option (C4538D)

CIS 111	Basic PC Literacy	2
HSE 110	Introduction to Human Services	3
HSE 112	Group Process I	2
HSE 123	Interviewing Techniques	3
HSE 220	Case Management	3
HSE 225	Crisis Intervention	3

**Total Credit Hours in Option 16**

## Industrial Management Technology (A50260)

The Industrial Management Technology curriculum is designed to equip students with the knowledge, skills, and abilities to function effectively in staff, front-line leadership, and mid-level management positions in organizations. The program emphasizes team building, TQM, SPC, motivation, continuous improvement, systems, and leadership.

Course work includes the integrated study of quality and productivity improvement, production operations, management, financial analysis, problem solving, and management of resources—human, physical, and information. Course work incorporates a broad understanding of computer applications to analyze and solve problems.

Graduates should qualify for entry-level positions such as front-line supervisor, engineering assistant, production planner, inventory supervisor, or as a quality control technician. With additional training and experience, graduates could become plant managers or production managers.

	Credit
<b>MAJOR HOURS</b>	
CIS 111 Basic PC Literacy	2
COE 111 Cooperative Work Experience I	1
DFT 111 Technical Drafting I	2
DFT 111A Technical Drafting I Lab	1
DFT 151 CAD I	3
ECO 151 Survey of Economics	3
ISC 112 Industrial Safety	2
ISC 132 Manufacturing Quality Control	3
ISC 133 Manufacturing Management Practices2	
ISC 135 Principles of Industrial Management	3
ISC 136 Productivity Analysis I	3
ISC 140 Material & Capacity Plan	3
ISC 141 Production Activity Control	3
ISC 142 Inventory Management	3
ISC 170 Problem-Solving Skills	3

ISC 233	Industrial Organization and Management	3
ISC 293	Special Topics	3
MEC 145	Manufacturing Materials I	3
MEC 242	Manufacturing Processes: APICS CIRM	3
OMT 160	Ethical Issues in Operations Management	3
OMT 245	Master Planning	3

### GENERAL EDUCATION

COM 140	Intercultural Communications	3
ENG 111	Expository Writing	3
MAT 161	College Algebra	3

<b>Social Science Elective</b> (Choose one)	3
PSY 150 General Psychology or SOC 210 <i>Introduction to Sociology</i>	

Humanities Elective (Choose from)				3
ART 111	ART 113	DAN 140	DRA 122	
MUS 110	PHI 240	REL 110	REL 211	
REL 212	REL 221	SPA 110	SPA 111	
SPA 112	SPA 120			

**Total Credit Hours in Program** **70**

### Certificate Option (C50260)

ISC 140	Material & Capacity Plan	3
ISC 141	Production Activity Control	3
ISC 142	Inventory Management	3
ISC 293	Selected Topics	3
MEC 242	Manufacturing Processes: APICS CIRM	3
OMT 245	Master Planning	3

**Total Credit Hours in Option** **18**



## Information Systems (A25260)

The Information Systems curriculum is designed to prepare graduates for employment with organizations that use computers to process, manage, and communicate information. This is a flexible program, designed to meet community information systems needs.

Course work includes computer systems terminology and operations, logic, operating systems, database, data communications/networking, and related business topics. Studies will provide experience for students to implement, support, and customize industry-standard information systems.

Graduates should qualify for a wide variety of computer-related, entry-level positions that provide opportunities for advancement with increasing experience and ongoing training. Duties may include systems maintenance and troubleshooting, support and training, and business applications design and implementation.

	Credit
<b>MAJOR HOURS</b>	
ACC 120 Principles of Accounting I	4
BUS 253 Leadership and Management Skills	3
CIS 111 Basic PC Literacy	2
CIS 115 Introduction to Programming and Logic	3
CIS 120 Spreadsheet I	3
CIS 130 Survey of Operating Systems	3
CIS 147 Operating System -Windows	3
CIS 152 Database Concepts and Applications	3
CIS 165 Desktop Publishing I or CIS 160 Multimedia Resource Integration or OST 236 Advanced Word/ Information Processing	3
CIS 169 Business Presentations or CIS 220 Spreadsheets II	2
CIS 215 Hardware Installation/Maintenance or CIS 162 Multimedia Presentation Software	3

CIS 217 Computer Training & Support or CIS 163 Program Interfaces Internet	3
CIS 286 Systems Analysis & Design or CIS 266 Multimedia Design or NET 260 Internet Development and Support	3
CIS 288 Systems Project or CIS 268 Multimedia Project or NET 293 Special Topics - Internet	3
CSC 133 C Programming or CSC 139 Visual BASIC Programming	3
ECO 151 Survey of Economics	3
NET 110 Data Communications/Networking	3
OST 131 Keyboarding	2
OST 136 Word Processing	2

### GENERAL EDUCATION

COM 140 Intercultural Communications	3
ENG 111 Expository Writing	3
MAT 145 Analytical Math	3
MAT 145A Analytical Math Lab	1
<b>Social Science Elective</b> (Choose one)	3
PSY 150 General Psychology or SOC 210 Introduction to Sociology	

<b>Humanities Elective</b> (Choose from)	3
ART 111 ART 113 DAN 140 DRA 122	
MUS 110 MUS 111 PHI 240 REL 110	
REL 211 REL 212 REL 221 SPA 110	
SPA 111 SPA 112 SPA 120	

**Total Credit Hours in Program** 70

### Certificate Option (C25260)

CIS 111 Basic PC Literacy	2
CIS 120 Spreadsheet I	3
CIS 152 Database Concepts & Applications	3
CIS 169 Business Presentations	2
CIS 220 Spreadsheets II	2
OST 136 Word Processing	2
OST 236 Advanced Word/Information Processing	3

**Total Credit Hours in Option** 17

### Multimedia Certificate (C25260MM)

CIS 111	Basic PC Literacy	2
CIS 160	Multimedia Resources Integration	3
CIS 162	Multimedia Presentation Software	3
CIS 163	Program Interfaces Internet	3
CIS 266	Multimedia Design	3
CIS 268	Multimedia Project	3

**Total Credit Hours in Option** **17**

### Webmastering Certificate (C25260W)

CIS 111	Basic PC Literacy	2
CIS 163	Program Interfaces Internet	3
GRA 151	Computer Graphics I	2
GRD 141	Graphic Design I	4
NET 110	Data Communication/Networking	3
NET 260	Internet Development/Support	3

**Total Credit Hours in Option** **17**

### Information Systems - Network Administration and Support (A2526D)

Network Administration and Support is a concentration under the curriculum title of Information Systems. This curriculum prepares students to install and support networks and develops strong analytical skills and extensive computer knowledge.

Course work includes extensive hands-on experience with networks. Classes cover media types, topologies, and protocols with installation and support of hardware and software, troubleshooting network and computer problems, and administrative responsibilities.

Graduates should qualify for positions such as: LAN/PC administrator, microcomputer support specialist, network control operator, communication technician/analyst, network/computer consultant, and information systems specialist. Graduates should be prepared to sit for certification exams which can result in industry-recognized credentials.

### MAJOR HOURS

ACC 120	Principles of Accounting I	4
CIS 111	Basic PC Literacy	2
CIS 115	Introduction to Programming and Logic	3
CIS 130	Survey of Operating Systems	3
CIS 147	Operating System-Windows	3
CIS 152	Database Concepts and Applications	3
CIS 173	Network Theory	3
CIS 174	Network System Manager I	3
CIS 175	Network Management I	3
CIS 215	Hardware Installation/Maintenance	3
CIS 274	Network System Manager II	3
CIS 275	Network Management II	3
CIS 282	Network Technology	3
CIS 287	Network Support	3
NET 110	Data Communications/Networking	3
NET 120	Network Install/Admin I	3
NET 260	Internet Development & Support	3

### GENERAL EDUCATION

COM 140	Intercultural Communications	3
ENG 111	Expository Writing	3
MAT 145	Analytical Math	3
MAT 145A	Analytical Math Lab	1

**Social Science Elective** (Choose one) **3**

PSY 150	General Psychology	or
SOC 21	Introduction to Sociology	

<b>Humanities Elective</b> (Choose from)				3
ART 111	ART 113	DAN 140	DRA 122	
MUS 110	MUS 111	PHI 240	REL 110	
REL 211	REL 212	REL 221	SPA 110	
SPA 111	SPA 112	SPA 120		

**Total Credit Hours in Program** 67

**Certificate Option**  
(C2526D)

CIS 111	Basic PC Literacy	2
CIS 215	Hardware Installation & Maintenance	3
CIS 282	Network Technology	3
NET 110	Data Communication/Networking	3
NET 120	Network Installation/Administration I	3
NET 260	Internet Development & Support	3

**Total Credit Hours in Option** 17

**Licensed Practical Nurse  
Refresher**  
(C45390)

The Licensed Practical Nurse Refresher curriculum provides a refresher course for individuals previously licensed as Practical Nurses and who are ineligible for reentry into nursing practice due to a lapse in licensure for five or more years. *Individuals entering this curriculum must have been previously licensed as a Practical Nurse.*

Course work includes common medical-surgical conditions and nursing approaches to their management, including mental health principles, pharmacological concepts, and safe clinical nursing practice.

Graduates will be eligible to apply for reinstatement of licensure by the North Carolina Board of Nursing. Employment opportunities include hospitals, long term care facilities, clinics, physicians' offices, industry, and community health agencies.

	Credit
<b>MAJOR HOURS</b>	
NUR 107 LPN Refresher	12
<b>Total Credit Hours in Program</b>	<b>12</b>



**Machining Technology**

(A50300)

The Machining Technology curriculum is designed to develop skills in the theory and safe use of hand tools, power machinery, computerized equipment, and sophisticated precision inspection instruments.

Students will learn to interpret blueprints, set up manual and CNC machines, perform basic and advanced machining operations, and make decisions to ensure that work quality is maintained.

Employment opportunities for machining technicians exist in manufacturing industries, public institutions, governmental agencies, and in a wide range of specialty machining job shops.

	Credit
<b>MAJOR HOURS</b>	
BPR 111 Blueprint Reading	2
BPR 121 Blueprint Reading: Mechanical	2
COE 111 Co-operative Work Experience I	1
COE 122 Cooperative Work Experience II	2
DFT 151 CAD I	3
MAC 111 Machining Technology I	6
MAC 112 Machining Technology II	6
MAC 113 Machining Technology III	6
MAC 121 Introduction to CNC	2
MAC 122 CNC Turning	2
MAC 124 CNC Milling	2
MAC 151 Machining Calculations	2
MAC 152 Advanced Machining Calculations	2
MAC 214 Machining Technology IV	6
MAC 229 CNC Programming	2
MAC 231 CNC Graphics Programming: Turning or 3	
MAC 232 CNC Graphics Programming: Milling	
MAC 248 Production Procedures	2
MAC 293 Selected Topics in Machining	2
<b>OTHER REQUIRED HOURS</b>	
CIS 111 Basic PC Literacy	2

**GENERAL EDUCATION**

COM 140 Intercultural Communications	3
ENG 111 Expository Writing	3
MAT 140 Survey of Mathematics and	3
MAT 140A Survey of Mathematics Lab	1

**Social Science Elective** (Choose one) 3

PSY 150 General Psychology or	
SOC 210 Introduction to Sociology	

**Humanities Elective** (Choose from) 3

ART 111	ART 113	DAN 140	DRA 122
MUS 110	MUS 111	PHI 240	REL 110
REL 211	REL 212	REL 221	SPA 110
SPA 111	SPA 112		

**Total Credit Hours in Program** 71**Diploma Option**

(D50300)

**MAJOR HOURS**

BPR 111 Blueprint Reading	2
BPR 121 Blueprint Reading: Mechanical	2
DFT 151 CAD I	3
MAC 111 Machining Technology I	6
MAC 112 Machining Technology II	6
MAC 113 Machining Technology III	6
MAC 121 Introduction to CNC	2
MAC 122 CNC Turning	2
MAC 124 CNC Milling	2
MAC 151 Machine Calculations	2
MAC 152 Advanced Machine Calculations	2

**OTHER REQUIRED HOURS**

CIS 111 Basic PC Literacy	2
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**GENERAL EDUCATION**

ENG 101 Applied Communications	3
MAT 140 Survey of Mathematics	3

**Total Credit Hours in Option** 43

### Basic Machining (C50300BM)

BPR 111	Blueprint Reading	2
MAC 111	Machining Technology I	6
MAC 121	Introduction to CNC	2
MAC 151	Machine Calculations	2
<b>Total Credit Hours in Option</b>		<b>12</b>

### Basic Computer Numerical Control (CNC) (C50300BC)

MAC 111	Machine Technology I	6
MAC 122	CNC Turning	2
MAC 124	CNC Milling	2
MAC 152	Advanced Machining Calculations	2
<b>Total Credit Hours in Option</b>		<b>12</b>

### Intermediate Computer Numerical Control (CNC) (C50300IC)

CIS 111	Basic PC Literacy	2
DFT 151	CAD I	3
MAC 111	Machining Technology I	6
MAC 122	CNC Turning	2
MAC 124	CNC Milling	2
MAC 152	Advanced Machining Calculations	2
<b>Total Credit Hours in Option</b>		<b>17</b>

**This program is only offered on the West Campus.**

### Masonry (D35280)

The Masonry curriculum is designed to prepare individuals to work in the construction industry as masons. Masonry courses provide principles and fundamentals of masonry and experiences necessary to produce quality construction using safe, practical, and reliable work habits.

Course work includes basic mathematics, blueprint reading, and methods used in laying out masonry jobs for residential, commercial, and industrial construction. Upon completion, students will be able to read blueprints, estimate structures, construct footings and walks, and lay masonry units.

Upon completion, students will be issued a certificate or diploma. Graduates should qualify for employment in the masonry industry as apprentices or masons.

Credit

#### MAJOR HOURS

BPR 130	Blueprint Reading/Construction	2
MAS 110	Masonry I	10
MAS 120	Masonry II	10
MAS 130	Masonry III	8

#### OTHER REQUIRED HOURS

BUS 230	Small Business Management	3
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#### GENERAL EDUCATION

ENG 101	Applied Communications I	3
MAT 101	Applied Mathematics I	3

<b>Total Credit Hours in Program</b>		<b>39</b>
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**Certificate Option**  
(C35280)

BPR 130	Blueprint Reading/Construction	2
MAS 110	Masonry I	10
<b>Total Credit Hours in Option</b>		<b>12</b>

**Mechanical Engineering  
Technology - Drafting and Design**  
(A4032A)

Drafting and Design is a concentration under the curriculum title of Mechanical Engineering Technology. This curriculum prepares graduates to draft and/or design machine parts, mechanisms, and mechanical systems. Computer-aided drafting (CAD) will be emphasized as the primary method of producing drawings/documentation.

Course work includes manual and computer-aided drafting equipment, materials, statics, manufacturing methods and processes, mathematics, physics, and written and oral communications. Students should acquire skills such as thinking and planning with the emphasis on drafting and design skills.

Graduates of this curriculum will qualify to work in many fields of drafting. Drafting and design technicians are employed in manufacturing, research and development, engineering and service firms, government agencies, and related specialties.

**MAJOR HOURS**

DDF 211	Design Drafting I	4
DDF 212	Design Drafting II	4
DDF 213	Design Drafting III	4
DDF 214	Tool Design	4
DFT 111	Technical Drafting I	2

DFT 111A	Technical Drafting I Lab	1
DFT 112	Technical Drafting II	2
DFT 112A	Technical Drafting II Lab	1
DFT 151	CAD I	3
DFT 152	CAD II	3
DFT 214	Descriptive Geometry	2
HYD 110	Hydraulics/Pneumatics I	3
MAT 172	Precalculus Trigonometry	3
MEC 130	Mechanisms	3
MEC 142	Physical Metallurgy	2
MEC 250	Statics & Strength of Materials	5
PHY 151	College Physics I	4

**OTHER REQUIRED HOURS**

CIS 111	Basic PC Literacy	2
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**GENERAL EDUCATION**

COM 140	Intercultural Communications	3
ENG 111	Expository Writing	3
MAT 171	Precalculus Algebra	3

**Social Science Elective** (Choose one) 3

PSY 150 General Psychology or  
SOC 210 Introduction to Sociology

**Humanities Elective** (Choose from) 3

ART 111	ART 113	DAN 140	DRA 122
MUS 110	MUS 111	PHI 240	REL 110
REL 211	REL 212	REL 221	SPA 110
SPA 111	SPA 112		

**Total Credit Hours in Program** 67



## Medical Assisting

(A45400)

The Medical Assisting curriculum prepares multi-skilled health care professionals qualified to perform administrative, clinical, and laboratory procedures.

Course work includes instruction in scheduling appointments, coding and processing insurance accounts, billing, collections, medical transcription, computer operations; assisting with examinations/treatments, performing routine laboratory procedures, electrocardiography, supervised medication administration; and ethical/legal issues associated with patient care.

Graduates of CAAHEP-accredited medical assisting programs may be eligible to sit for the American Association of Medical Assistants' Certification Examination to become Certified Medical Assistants. Employment opportunities include physicians' offices, health maintenance organizations, health departments, and hospitals.

### MAJOR HOURS

	Credit
ACC 120 Principles of Accounting I	4
BIO 163 Basic Anatomy & Physiology	5
BUS 137 Business Management	3
MED 110 Orientation to Medical Assisting	1
MED 112 Orientation to Clinical Setting I	1
MED 114 Professional Interaction in Health Care	1
MED 118 Medical Law and Ethics	2
MED 121 Medical Terminology I	3
MED 122 Medical Terminology II	3
MED 130 Administrative Office Procedures I	2
MED 131 Administrative Office Procedures II	2
MED 134 Medical Transcription	3
MED 140 Exam Room Procedures I	5
MED 150 Laboratory Procedures I	5
MED 232 Medical Insurance Coding	2
MED 260 MED Clinical Externship	5
MED 262 Clinical Perspectives	1
MED 264 Medical Assisting Overview	2

MED 270 Symptomatology	3
MED 272 Drug Therapy	3

### OTHER REQUIRED HOURS

CIS 111 Basic PC Literacy	2
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### GENERAL EDUCATION

COM 140 Intercultural Communications	3
ENG 111 Expository Writing	3
MAT 110 Mathematical Measurements	3
PSY 150 General Psychology	3

### Humanities Elective (Choose from)

ART 111	ART 113	DAN 140	DRA 122
MUS 110	PHI 240	REL 110	REL 211
REL 212	REL 221	SPA 110	SPA 111
SPA 112	SPA 120		

**Total Credit Hours in Program** **73**

### Diploma Option

(D45400)

### MAJOR HOURS

BIO 163 Basic Anatomy & Physiology	5
MED 110 Orientation to Medical Assisting	1
MED 112 Orientation to Clinical Setting I	1
MED 114 Professional Interaction in Health Care	1
MED 118 Medical Law and Ethics	2
MED 121 Medical Terminology I	3
MED 122 Medical Terminology II	3
MED 130 Administrative Office Procedures I	2
MED 131 Administrative Office Procedures II	2
MED 134 Medical Transcription	3
MED 140 Exam Room Procedures I	5
MED 150 Laboratory Procedures I	5
MED 260 MED Clinical Externship	5
MED 262 Clinical Perspectives	1

### GENERAL EDUCATION

ENG 111 Expository Writing	3
CIS 111 Basic PC Literacy	2

**Total Credit Hours in Option** **44**

## Medical Office Administration

(A25310)

This curriculum prepares individuals for employment in medical and other health care related facilities.

Course work will include medical terminology; information systems; office management; medical coding, billing, and insurance; legal and ethical issues; and formatting and word processing. Students will learn administrative and support functions and develop skills applicable in medical environments.

Employment opportunities are available in medical and dental offices, hospitals, insurance companies, laboratories, medical supply companies, and other health care related organizations.

	Credit
<b>MAJOR HOURS</b>	
ACC 120 Principles of Accounting I	4
BUS 115 Business Law I	3
BUS 121 Business Math	3
CIS 111 Basic PC Literacy	2
CIS 120 Spreadsheet I	3
ECO 151 Survey of Economics	3
MED 121 Medical Terminology I	3
MED 122 Medical Terminology II	3
OST 131 Keyboarding	2
OST 132 Keyboarding Skill Building	2
OST 134 Text Entry & Formatting	3
OST 148 Medical Coding, Billing, & Insurance	3
OST 149 Medical Legal Issues	3
OST 164 Text Editing Applications	3
OST 184 Records Management	2
OST 241 Medical Office Transcription I	2
OST 242 Medical Office Transcription II	2
OST 243 Medical Office Simulation	3
<b>GENERAL EDUCATION</b>	
COM 140 Intercultural Communications	3
ENG 111 Expository Writing	3

MAT 140 Survey of Mathematics and	3
MAT 140A Survey of Mathematics Lab	1
or BIO 111 General Biology I	

<b>Social Science Elective</b> (Choose one)	3
PSY 150 General Psychology or	
SOC 210 Introduction to Sociology	

<b>Humanities Elective</b> (Choose from)	3
ART 111 ART 113 DAN 140 DRA 122	
MUS 110 MUS 111 PHI 240 REL 110	
REL 211 REL 212 REL 221 SPA 110	
SPA 111 SPA 112 SPA 120	

**Total Credit Hours in Program** 65

## Medical Transcription

(D25320)

The Medical Transcription curriculum prepares individuals to become medical language specialists who interpret and transcribe dictation by physicians and other healthcare professionals in order to document patient care and facilitate delivery of healthcare services.

Students will gain extensive knowledge of medical terminology, pharmacology, human diseases, diagnostic studies, surgical procedures, and laboratory procedures. In addition to word processing skill and knowledge of voice processing equipment, students must master English grammar, spelling, and proofreading.

Graduates should qualify for employment in hospitals, medical clinics, doctors' offices, private transcription businesses, research facilities, insurance companies, and publishing companies. After acquiring work experience, individuals can apply to the American Association for Medical Transcription to become Certified Medical Transcriptionists.



**MAJOR HOURS**

CIS 111	Basic PC Literacy	2
COE 111	Co-op Work Experience	1
COE 115	Work Experience Seminar I	1
MED 118	Medical Law and Ethics	2
MED 121	Medical Terminology I	3
MED 122	Medical Terminology II	3
OST 132	Keyboarding Skill Building	2
OST 134	Text Entry & Formatting	3
OST 136	Word Processing	2
OST 164	Text Editing Applications	3
OST 201	Medical Transcription I	4
OST 202	Medical Transcription II	4

**GENERAL EDUCATION**

BIO 163	Anatomy & Physiology	5
ENG 111	Expository Writing	3
<b>Total Credit Hours in Program</b>		<b>38</b>

### **Nursing Assistant** (C45480)

The Nursing Assistant curriculum prepares individuals to work under the supervision of licensed health care professionals in performing nursing care and services for persons of all ages.

Course work emphasizes growth and development throughout the life span, personal care, vital signs, communication, nutrition, medical asepsis, therapeutic activities, accident and fire safety, household environment and equipment management; family resources and services; and employment skills.

Graduates of this curriculum may be eligible to be listed on the registry as a Nursing Assistant I and Nursing Assistant II. They may be employed in home health agencies, hospitals, clinics, nursing homes, extended care facilities, and doctors' offices.

**MAJOR HOURS**

NAS 101	Nursing Assistant I	5
NAS 102	Nursing Assistant II	6
NAS 103	Home Health Care	2
NAS 106	Geriatrics	3
<b>Total Credit Hours in Program</b>		<b>16</b>

### **Office Systems Technology** (A25360)

The Office Systems Technology curriculum prepares individuals for positions in administrative support careers. It equips office professionals to respond to the demands of a dynamic computerized workplace.

Students will complete courses designed to develop proficiency in the use of integrated software, oral and written communication, analysis and coordination of office duties and systems, and other support topics. Emphasis is placed on non-technical as well as technical skills.

Graduates should qualify for employment in a variety of positions in business, government, and industry. Job classifications range from entry-level to supervisor to middle management.

		Credit
<b>MAJOR HOURS</b>		
ACC 120	Principles of Accounting I	4
BUS 115	Business Law I	3
BUS 121	Business Math	3
BUS 253	Leadership and Management Skills	3
CIS 111	Basic PC Literacy	2
CIS 120	Spreadsheet I	3
CIS 169	Business Presentations	2
ECO 151	Survey of Economics	3
OST 131	Keyboarding	2
OST 132	Keyboarding Skill Building	2
OST 134	Text Entry & Formatting	3



OST 136	Word Processing	2
OST 164	Text Editing Applications	3
OST 181	Introduction to Office Systems	3
OST 184	Records Management	2
OST 223	Machine Transcription I	2
OST 224	Machine Transcription II	2
OST 236	Advanced Word/Information Proc	3
OST 289	Office Systems Management	3
<b>GENERAL EDUCATION</b>		
COM 140	Intercultural Communications	3
ENG 111	Expository Writing	3
MAT 140	Survey of Mathematics <i>and</i>	3
MAT 140A	Survey of Mathematics Lab or <i>BIO 111 General Biology I</i>	1
<b>Social Science Elective</b> (Choose one)		3
PSY 150	General Psychology or	
SOC 210	<i>Introduction to Sociology</i>	
<b>Humanities Elective</b> (Choose from)		3
ART 111	ART 113 DAN 140 DRA 122	
MUS 110	MUS 111 PHI 240 REL 110	
REL 211	REL 212 REL 221 SPA 110	
SPA 111	SPA 112 SPA 120	
<b>Total Credit Hours in Program</b>		<b>66</b>

**Diploma Option**  
(D25360)

**MAJOR HOURS**

ACC 120	Principles of Accounting	4
BUS121	Business Math	3
BUS 235	Leadership and Management Skills	3
CIS 111	Basic PC Literacy	2
CIS 120	Spreadsheet I	3
CIS 169	Business Presentations	2
OST 131	Keyboarding	2
OST 132	Keyboarding Skill Building	2
OST 134	Text Entry & Formatting	3
OST 164	Text Editing Applications	3

OST 181	Introduction to Office Systems	3
OST 184	Records Management	2
<b>GENERAL EDUCATION</b>		
COM 140	Intercultural Communications	3
ENG 111	Expository Writing	3
<b>Total Credit Hours in Option</b>		<b>38</b>

**Certificate Option**  
(C25360)

BUS 121	Business Math	3
CIS 111	Basic PC Literacy	2
ENG 111	Expository Writing	3
OST 131	Keyboarding	2
OST 134	Text Entry and Formatting	3
OST 164	Text Editing Applications	3
OST 184	Records Management	2
<b>Total Credit Hours in Option</b>		<b>18</b>

## Office Systems Technology -

### Legal

(A2536A)

Legal is a concentration under the curriculum title of Office Systems Technology. This curriculum prepares individuals for entry-level positions in legal or government-related offices and provides professional development for the currently employed.

Course work includes terminology, operational procedures, preparation and transcription of documents, computer software, and court-related functions as they relate to the legal office profession. Emphasis is placed on the development of accuracy, organizational skills, discretion, and professionalism.

Graduates should qualify for employment in corporate legal departments; private practices, including real estate and estate planning; and city, state, and federal government offices. With appropriate work experience, graduates may apply for certification as a Professional Legal Secretary (PLS).

#### MAJOR HOURS

ACC 120	Principles of Accounting I	4
BUS 115	Business Law I	3
BUS 116	Business Law II	3
BUS 121	Business Math	3
CIS 111	Basic PC Literacy	2
CIS 120	Spreadsheet I	3
CIS 169	Business Presentations	2
ECO 151	Survey of Economics	3
OST 131	Keyboarding	2
OST 132	Keyboarding Skill Building	2
OST 134	Text Entry & Formatting	3
OST 155	Legal Terminology	3
OST 156	Legal Office Procedures	3
OST 159	Legal Office Ethics	2
OST 164	Text Editing Applications	3
OST 181	Introduction to Office Systems	3
OST 184	Records Management	2
OST 252	Legal Transcription I	3

## GENERAL EDUCATION

COM 140	Intercultural Communications	3
ENG 111	Expository Writing	3
MAT 140	Survey of Mathematics and	3
MAT 140A	Survey of Mathematics Lab	1
or	BIO 111 General Biology I	

### Social Science Elective (Choose one) 3

PSY 150	General Psychology or
SOC 210	Introduction to Sociology

### Humanities Elective 3

ART 111	ART 113	DAN 140	DRA 122
MUS 110	MUS 111	PHI 240	REL 110
REL 211	REL 212	REL 221	SPA 110
SPA 111	SPA 112	SPA 120	

**Total Credit Hours in Program 65**

### Certificate Option

(C2536A)

CIS 111	Basic PC Literacy	2
OST 131	Keyboarding	2
OST 134	Text Entry and Formatting	3
OST 155	Legal Terminology	3
OST 156	Legal Office Procedures	3
OST 159	Legal Office Ethics	2
OST 252	Legal Transcription I	3

**Total Credit Hours in Option 18**

## Paralegal Technology (A25380)

The Paralegal Technology Curriculum prepares individuals to work under the supervision of attorneys by performing routine legal tasks and assisting with substantive legal work. A paralegal/legal assistant may not practice law, give legal advice, or represent clients in a court of law.

Course work includes substantive and procedural legal knowledge in the areas of civil litigation, legal research and writing, real estate, family law, wills, estates, trusts, and commercial law. Required courses also include subjects such as English, mathematics, and computer utilization.

Graduates are trained to assist attorneys in probate work, investigations, public records search, drafting and filing legal documents, research, and office management. Employment opportunities are available in private law firms, governmental agencies, banks, insurance agencies, and other business organizations.

### MAJOR HOURS

	Credit
ACC 120 Principles of Accounting I	4
COE 111 Co-op Work Experience	1
LEX 110 Introduction to Paralegal Study	2
LEX 120 Legal Research/Writing I	3
LEX 121 Legal Research/Writing II	3
LEX 130 Civil Injuries	3
LEX 140 Civil Litigation I	3
LEX 141 Civil Litigation II	3
LEX 150 Commercial Law	3
LEX 160 Criminal Law and Procedures	3
LEX 170 Administrative Law	2
LEX 180 Case Analysis and Reasoning	2
LEX 210 Real Property I	3
LEX 211 Real Property II	3
LEX 220 Corporate Law	2
LEX 240 Family Law	3
LEX 250 Wills, Estates, and Trusts	3
LEX 260 Bankruptcy and Collections	2

LEX 271	Law Office Writing	2
LEX 280	Ethics & Professionalism	2
LEX 283	Investigation	2
OST 131	Keyboarding	2
OST 136	Word Processing	2

### OTHER REQUIRED COURSES

CIS 111	Basic PC Literacy	2
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### GENERAL EDUCATION

COM 140	Intercultural Communications	3
ENG 111	Expository Writing	3
MAT 140	Survey of Mathematics and	3
MAT 140A	Survey of Mathematics Lab or	1
BIO 111	General Biology I	

<b>Social Science Elective</b> (Choose one)	<b>3</b>
PSY 150 General Psychology or	
SOC 210 Introduction to Sociology	

<b>Humanities Elective</b> (Choose from)	<b>3</b>
ART 111 ART 113 DAN 140 DRA 122	
MUS 110 MUS 111 PHI 240 REL 110	
REL 211 REL 212 REL 221 SPA 110	
SPA 111 SPA 112	

<b>Total Credit Hours in Program</b>	<b>76</b>
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**Practical Nursing**

(D45660)

The Practical Nursing curriculum prepares individuals with the knowledge and skills to provide nursing care to children and adults.

Students will participate in assessment, planning, implementing, and evaluating nursing care.

Graduates are eligible to apply to take the National Council Licensure Examination (NCLEX-PN) which is required for practice as a Licensed Practical Nurse. Employment opportunities include hospitals, rehabilitation/long term care/home health facilities, clinics, and physicians' offices.

**MAJOR HOURS**

	Credit
BIO 163 Basic Anatomy and Physiology	5
NUR 101 Practical Nursing I	11
NUR 102 Practical Nursing II	12
NUR 103 Practical Nursing III	10
NUR 117 Pharmacology	2
NUR 118 Nutrition and Diet Therapy	2

**GENERAL EDUCATION**

ENG 111 Expository Writing	3
PSY 110 Life Span Development	3

**Total Credit Hours in Program** **48**

**Surgical Technology**

(D45740)

The Surgical Technology curriculum prepares individuals to assist in the care of the surgical patient in the operating room and to function as a member of the surgical team.

Students will apply theoretical knowledge to the care of patients undergoing surgery and develop skills necessary to prepare supplies, equipment, and instruments; maintain aseptic conditions; prepare patients for surgery; and assist surgeons during operations.

Graduates of this program will be eligible to apply to take the Liaison Council's Certification Examination for Surgical Technologists. Employment opportunities include labor/delivery/emergency departments, inpatient surgery centers, dialysis units/facilities, physicians' offices, and central supply procession units.

**MAJOR HOURS**

	Credit
SUR 110 Introduction to Surgical Technology	3
SUR 111 Preoperative Patient Care	7
SUR 122 Surgical Procedures I	6
SUR 123 Surgical Clinical Practice I	7
SUR 134 Surgical Procedures II	5
SUR 135 Surgical Clinical Practice II	4
SUR 137 Professional Success Preparation	1

**GENERAL EDUCATION**

BIO 163 Basic Anatomy and Physiology	5
ENG 111 Expository Writing	3

**Total Credit Hours in Program** **41**

**Welding Technology**

(D50420)

The Welding Technology curriculum provides students with a sound understanding of the science, technology, and applications essential for successful employment in the welding and metal industry.

Instruction includes consumable and non-consumable electrode welding and cutting processes. Courses in math, blueprint reading, metallurgy, welding inspection, and destructive and non-destructive testing provide the student with industry-standard skills developed through classroom training and practical application.

Successful graduates of the Welding Technology curriculum may be employed as entry-level technicians in welding and metalworking industries. Career opportunities also exist in construction, manufacturing, fabrication, sales, quality control, supervision, and welding-related self-employment.

Credit

**MAJOR HOURS**

CIS 111	Basic PC Literacy	2
WLD 110	Cutting Processes	2
WLD 115	GMAW(Stick) Plate	5
WLD 121	GMAW (MIG) FCAW/Plate	4
WLD 122	GMAW(MIG) Plate/Pipe	3
WLD 131	GTAW(TIG) Plate	4
WLD 132	CTAW(TIG) Plate/Pipe	3
WLD 141	Symbols & Specifications	3
WLD 262	Inspection and Testing	3
WOL 110	Basic Construction Skills	3

**OTHER REQUIRED HOURS**

BUS 230	Small Business Management	3
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**GENERAL EDUCATION**

ENG 101	Applied Communications I	3
MAT 101	Applied Mathematics I	3
PSY 102	Human Relations	2

**Total Credit Hours in Program** **43**

**Certificate Option**

(C50420)

CIS 111	Basic PC Literacy	2
WLD 110	Cutting Processes	2
WLD 115	GMAW(Stick) Plate	5
WLD 121	GMAW (MIG) FCAW/Plate	4
WLD 131	GTAW(TIG) Plate	4

**Total Credit Hours in Option** **17**



# course descriptions

## **ACA 090 Study Skills 3 0 3**

This course is intended for those who placed into credit-level course work but who are not maintaining satisfactory academic progress toward meeting program goals. Topics include study skills, note taking, learning styles and strategies, test taking, goal setting, and self-assessment skills. Upon completion, students should be able to manage their learning experiences to successfully meet educational goals.

## **ACA 111 College Student Success 1 0 1**

This course introduces the college's physical, academic, and social environment and promotes the personal development essential for success. Topics include campus facilities and resources; policies, procedures, and programs; study skills; and life management issues such as health, self-esteem, motivation, goal-setting, diversity, and communication. Upon completion, students should be able to function effectively within the college environment to meet their educational objectives.

## **ACC 120 Principles of Accounting I 3 2 4**

This course introduces the basic principles and procedures of accounting. Emphasis is placed on collecting, summarizing, analyzing, and reporting financial information. Upon completion, students should be able to analyze data and prepare journal entries and reports as they relate to the accounting cycle.

## **ACC 121 Principles of Accounting II 3 2 4**

Prerequisites: ACC 120

This course is a continuation of ACC 120. Emphasis is placed on corporate and managerial accounting for both external and internal reporting and decision making. Upon completion, students should be able to analyze and record corporate transactions, prepare financial statements and reports, and interpret them for management.

## **ACC 125 Mathematics of Finance 3 0 3**

Prerequisites: BUS 121

This course covers computations necessary in accounting for various business transactions. Emphasis is placed on time value of money concepts and calculations needed for topics such as stocks and bonds, annuities, sinking funds, and amortization. Upon completion, students should be able to make computations necessary in accounting for transactions involving these topics.

## **ACC 129 Individual Income Taxes 2 2 3**

This course introduces the relevant laws governing individual income taxation. Emphasis is placed on filing status, exemptions for dependents, gross income, adjustments, deductions, and computation of tax. Upon completion, students should be able to complete various tax forms pertaining to the topics covered in the course.

## **ACC 130 Business Income Taxes 2 2 3**

This course introduces the relevant laws governing business and fiduciary income taxes. Topics include tax depreciation, accounting periods and methods, corporations, partnerships, S corporations, estates and trusts, and gifts. Upon completion, students should be able to complete various tax forms pertaining to the topics covered in the course.

## **ACC 140 Payroll Accounting 1 2 2**

Prerequisites: ACC 120

This course covers federal and state laws pertaining to wages, payroll taxes, payroll tax forms, and journal and general ledger transactions. Emphasis is placed on computing wages; calculating social security, income, and unemployment taxes; preparing appropriate payroll tax forms; and journalizing/posting transactions. Upon completion, students should be able to analyze data, make appropriate computations, complete forms, and prepare accounting entries.

## **ACC 149 Intro. to Accounting Spreadsheets 1 2 2**

Prerequisites: ACC 120

This course provides a working knowledge of computer spreadsheets and their use in accounting. Topics include pre-programmed problems, model-building problems, beginning-level macros, graphics, and what-if analysis enhancements of template problems. Upon completion, students should be able to use a computer spreadsheet to complete many of the tasks required in accounting.

## **ACC 150 Computerized General Ledger 1 2 2**

Prerequisites: ACC 120

This course introduces microcomputer applications related to the major accounting systems. Topics include general ledger, accounts receivable, accounts payable, inventory, payroll, and correcting, adjusting, and closing entries. Upon completion, students should be able to use a computer accounting package to solve accounting problems.



**ACC 151 Accounting Spreadsheet Application 1 2 2**

Prerequisites: ACC 149

This course is designed to facilitate the use of spreadsheet technology as applied to accounting principles. Emphasis is placed on using spreadsheet software as a problem-solving and decision-making tool. Upon completion, students should be able to demonstrate an understanding of the principles involved and display an analytical problem-solving ability for the topics covered.

**ACC 220 Intermediate Accounting I 3 2 4**

Prerequisites: ACC 121

This course is a continuation of the study of accounting principles with in-depth coverage of theoretical concepts and financial statements. Topics include generally accepted accounting principles and statements and extensive analyses of balance sheet components. Upon completion, students should be able to demonstrate competence in the conceptual framework underlying financial accounting, including the application of financial standards.

**ACC 221 Intermediate Accounting II 3 2 4**

Prerequisites: ACC 220

This course is a continuation of ACC 220. Emphasis is placed on special problems which may include leases, bonds, investments, ratio analyses, present value applications, accounting changes, and corrections. Upon completion, students should be able to demonstrate an understanding of the principles involved and display an analytical problem-solving ability for the topics covered.

**ACC 225 Cost Accounting 3 0 3**

Prerequisites: ACC 121

This course introduces the nature and purposes of cost accounting as an information system for planning and control. Topics include direct materials, direct labor, factory overhead, process, job order, and standard cost systems. Upon completion, students should be able to demonstrate an understanding of the principles involved and display an analytical problem-solving ability for the topics covered.

**ACC 226 Managerial Accounting 3 0 3**

Prerequisites: ACC 121

This course is designed to develop an appreciation for the uses of cost information in the administration and control of business organizations. Emphasis is placed on how accounting data can be interpreted and used by management in planning and controlling business activities. Upon completion, students should be able to analyze and interpret cost information and present this information in a form that is usable by management.

**ACC 269 Auditing 3 0 3**

Prerequisites: ACC 220

This course covers the overall framework of the process of conducting audits and investigations. Emphasis is placed on collecting data from working papers, arranging and systematizing the audit, and writing the audit report. Upon

completion, students should be able to demonstrate competence in applying the generally accepted auditing standards and the procedures for conducting an audit.

**AHR 110 Introduction to Refrigeration 2 6 5**

This course introduces the basic refrigeration process used in mechanical refrigeration and air conditioning systems. Topics include terminology, safety, and identification and function of components; refrigeration cycle; and tools and instrumentation used in mechanical refrigeration systems. Upon completion, students should be able to identify refrigeration systems and components, explain the refrigeration process, and use the tools and instrumentation of the trade.

**AHR 111 HVAC Electricity 2 2 3**

This course introduces electricity as it applies to HVACR equipment. Emphasis is placed on power sources, interaction of electrical components, wiring of simple circuits, and the use of electrical test equipment. Upon completion, students should be able to demonstrate good wiring practices and the ability to read simple wiring diagrams.

**AHR 112 Heating Technology 2 4 4**

This course covers the fundamentals of heating including oil, gas, and electric heating systems. Topics include safety, tools and instrumentation, system operating characteristics, installation techniques, efficiency testing, electrical power, and control systems. Upon completion, students should be able to explain the basic oil, gas, and electrical heating systems and describe the major components of a heating system.

**AHR 113 Comfort Cooling 2 4 4**

This course covers the installation procedures, system operations, and maintenance of residential and light commercial comfort cooling systems. Topics include terminology, component operation, and testing and repair of equipment used to control and produce assured comfort levels. Upon completion, students should be able to use psychometrics, manufacturer specifications, and test instruments to determine proper system operation.

**AHR 114 Heat Pump Technology 2 4 4**

Prerequisites: AHR 110 or AHR 113

This course covers the principles of air source and water source heat pumps. Emphasis is placed on safety, modes of operation, defrost systems, refrigerant charging, and system performance. Upon completion, students should be able to understand and analyze system performance and perform routine service procedures.

**AHR 125 HVAC Electronics 1 3 2**

Corequisites: AHR 111

This course introduces the common electronic control components in HVAC systems. Emphasis is placed on identifying electronic components and their functions in



HVAC systems and motor-driven control circuits. Upon completion, students should be able to identify components, describe control circuitry and functions, and use test instruments to measure electronic circuit values and identify malfunctions.

**AHR 130 HVAC Controls 2 2 3**

Prerequisites: AHR 111

This course covers the types of controls found in residential and commercial comfort systems. Topics include electrical and electronic controls, control schematics and diagrams, test instruments, and analysis and troubleshooting of electrical systems. Upon completion, students should be able to diagnose and repair common residential and commercial comfort system controls.

**AHR 133 HVAC Servicing 2 6 4**

Corequisites: AHR 112 or AHR 113

The course covers the maintenance and servicing of HVAC equipment. Topics include testing, adjusting, maintaining, and troubleshooting HVAC equipment and record keeping. Upon completion, students should be able to adjust, maintain, and service HVAC equipment.

**AHR 140 All-Weather Systems 1 3 2**

Prerequisites: AHR 112 or AHR 113

This course covers the principles of combination heating and cooling systems including gas-electric, all-electric, and oil-electric systems. Topics include PTAC's and package and split-system units. Upon completion, students should be able to understand systems performance and perform routine maintenance procedures.

**AHR 151 HVAC Duct Systems I 1 3 2**

This course introduces the techniques used to lay out and fabricate duct work commonly found in HVAC systems. Emphasis is placed on the skills required to fabricate duct work. Upon completion, students should be able to lay out and fabricate simple duct work.

**AHR 160 Refrigerant Certification 1 0 1**

This course covers the requirements for the EPA certification examinations. Topics include small appliances, high pressure systems, and low pressure systems. Upon completion, students should be able to demonstrate knowledge of refrigerants and be prepared for the EPA certification examinations.

**AHR 180 HVACR Customer Relations 1 0 1**

This course introduces common business and customer relation practices that may be encountered in HVACR. Topics include business practices, appearance of self and vehicle, ways of handling customer complaints, invoices, telephone communications, and warranties. Upon completion, students should be able to present themselves to customers in a professional manner, understand how the business operates, complete invoices, and handle complaints.

**AHR 210 Residential Building Code 1 2 2**

This course covers the residential building codes that are applicable to the design and installation of HVAC systems. Topics include current residential codes as applied to HVAC design, service, and installation. Upon completion, students should be able to demonstrate the correct usage of residential building codes that apply to specific areas of the HVAC trade.

**AHR 211 Residential System Design 2 2 3**

This course introduces the principles and concepts of conventional residential heating and cooling system design. Topics include heating and cooling load estimating, basic psychometrics, equipment selection, duct system selection, and system design. Upon completion, students should be able to design a basic residential heating and cooling system.

**AHR 212 Advanced Comfort Systems 2 6 4**

Prerequisites: AHR 114

This course covers water-cooled comfort systems, water-source/geothermal heat pumps, and high efficiency heat pump systems including variable speed drives and controls. Emphasis is placed on the application, installation, and servicing of water-source systems and the mechanical and electronic control components of advanced comfort systems. Upon completion, students should be able to test, analyze, and troubleshoot water-cooled comfort systems, water-source/geothermal heat pumps, and high efficiency heat pumps.

**AHR 240 Hydronic Heating 1 3 2**

Prerequisites: AHR 112

This course covers the accepted procedures for proper design, installation, and balance of hydronic heating systems for residential or commercial buildings. Topics include heating equipment; pump, terminal unit, and accessory selection; piping system selection and design; and pipe sizing and troubleshooting. Upon completion, students should be able to assist with the proper design, installation, and balance of typical hydronic systems.

**AHR 250 HVAC System Diagnostics 0 4 2**

Corequisites: AHR 212

This course is a comprehensive study of air conditioning, heating, and refrigeration system diagnostics and corrective measures. Topics include advanced system analysis, measurement of operating efficiency, and inspection and correction of all major system components. Upon completion, students should be able to restore a residential or commercial AHR system so that it operates at or near manufacturers' specifications.

**AHR 255 Indoor Air Quality 1 2 2**

This course introduces the techniques of assessing and maintaining the quality of the indoor environment in residential and commercial structures. Topics include handling and investigating complaints, filter selection,

humidity control, testing for sources of carbon monoxide, impact of mechanical ventilation, and building and duct pressures. Upon completion, students should be able to assist in investigating and solving common indoor air quality problems.

**ANT 220 Cultural Anthropology 3 0 3**

This course introduces the nature of human culture. Emphasis is placed on cultural theory, methods of fieldwork, and cross-cultural comparisons in the areas of ethnology, language, and the cultural past. Upon completion, students should be able to demonstrate an understanding of basic cultural processes and how cultural data are collected and analyzed.

**ART 111 Art Appreciation 3 0 3**

This course introduces the origins and historical development of art. Emphasis is placed on the relationship of design principles to various art forms including but not limited to sculpture, painting, and architecture. Upon completion, students should be able to identify and analyze a variety of artistic styles, periods, and media.

**ART 113 Art Methods and Materials 2 2 3**

This course provides an overview of media and techniques. Emphasis is placed on exploration and manipulation of materials. Upon completion, students should be able to demonstrate familiarity with a variety of methods, materials, and processes.

**ART 121 Design I 0 6 3**

This course introduces the elements and principles of design as applied to two-dimensional art. Emphasis is placed on the structural elements, the principles of visual organization, and the theories of color mixing and interaction. Upon completion, students should be able to understand and use critical and analytical approaches as they apply to two-dimensional visual art.

**ART 122 Design II 0 6 3**

Prerequisites: ART 121

This course introduces basic studio problems in three-dimensional visual design. Emphasis is placed on the structural elements and organizational principles as applied to mass and space. Upon completion, students should be able to apply three-dimensional design concepts.

**ART 131 Drawing I 0 6 3**

This course introduces the language of drawing and the use of various drawing materials. Emphasis is placed on drawing techniques, media, and graphic principles. Upon completion, students should be able to demonstrate competence in the use of graphic form and various drawing processes.

**ART 132 Drawing II 0 6 3**

Prerequisites: ART 131

This course continues instruction in the language of drawing and the use of various materials. Emphasis is placed on experimentation in the use of drawing techniques, media, and graphic materials. Upon completion, students should be able to demonstrate increased competence in the expressive use of graphic form and techniques.

**ART 281 Sculpture I 0 6 3**

This course provides an exploration of the creative and technical methods of sculpture with focus on the traditional processes. Emphasis is placed on developing basic skills as they pertain to three-dimensional expression in various media. Upon completion, students should be able to show competence in variety of sculptural approaches.

**ART 282 Sculpture II 0 6 3**

Prerequisites: ART 281

This course builds on the visual and technical skills learned in ART 281. Emphasis is placed on developing original solutions to sculptural problems in a variety of media. Upon completion, students should be able to express individual ideas using the techniques and materials of sculpture.

**AUB 111 Painting & Refinishing I 2 6 4**

This course introduces the proper procedures for using automotive refinishing equipment and materials in surface preparation and application. Topics include federal, state, and local regulations, personal safety, refinishing equipment and materials, surface preparation, masking, application techniques, and other related topics. Upon completion, students should be able to identify and use proper equipment and materials in refinishing following accepted industry standards.

**AUB 112 Painting & Refinishing II 2 6 4**

Prerequisites: AUB 111

This course covers advanced painting techniques and technologies with an emphasis on identifying problems encountered by the refinishing technician. Topics include materials application, color matching, correction of refinishing problems, and other related topics. Upon completion, students should be able to perform spot, panel, and overall refinishing repairs and identify and correct refinish problems.

**AUB 114 Special Finishes 1 2 2**

Prerequisites: AUB 111

This course introduces multistage finishes, custom painting, and protective coatings. Topics include base coats, advanced intermediate coats, clear coats, and other related topics. Upon completion, students should be able to identify and apply specialized finishes based on accepted industry standards.



**AUB 121 Non-Structural Damage I 1 4 3**

This course introduces safety, tools, and the basic fundamentals of body repair. Topics include shop safety, damage analysis, tools and equipment, repair techniques, materials selection, materials usage, and other related topics. Upon completion, students should be able to identify and repair minor direct and indirect damage including removal/repairing/ replacing of body panels to accepted standards.

**AUB 122 Non-Structural Damage II 2 6 4**

This course covers safety, tools, and advanced body repair. Topics include shop safety, damage analysis, tools and equipment, advanced repair techniques, materials selection, materials usage, movable glass, and other related topics. Upon completion, students should be able to identify and repair or replace direct and indirect damage to accepted standards including movable glass and hardware.

**AUB 131 Structural Damage I 2 4 4**

This course introduces safety, equipment, structural damage analysis, and damage repairs. Topics include shop safety, design and construction, structural analysis and measurement, equipment, structural glass, repair techniques, and other related topics. Upon completion, students should be able to analyze and perform repairs to a vehicle which has received light/moderate structural damage.

**AUB 132 Structural Damage II 2 6 4**

Prerequisites: AUB 131

This course provides an in-depth study of structural damage analysis and repairs to vehicles that have received moderate to heavy structural damage. Topics include shop safety, structural analysis and measurement, equipment, structural glass, advanced repair techniques, structural component replacement and alignment, and other related topics. Upon completion, students should be able to analyze and perform repairs according to industry standards.

**AUB 134 Autobody MIG Welding 1 4 3**

This course covers the terms and procedures for welding the various metals found in today's autobody repair industry with an emphasis on personal/environmental safety. Topics include safety and precautionary measures, setup/operation of MIG equipment, metal identification methods, types of welds/joints, techniques, inspection methods, and other related topics. Upon completion, students should be able to demonstrate a basic knowledge of welding operations and safety procedures according to industry standards.

**AUB 136 Plastics & Adhesives 1 4 3**

This course covers safety, plastic and adhesive identification, and the various repair methods of automotive plastic components. Topics include safety, identification, preparation, material selection, and the various repair procedures including refinishing. Upon completion,

students should be able to identify, remove, repair, and/or replace automotive plastic components in accordance with industry standards.

**AUB 141 Mech. & Electrical Components I 2 2 3**

This course covers the basic principles of automotive mechanical and electrical components. Topics include personal and environmental safety and suspension and steering, electrical, brake, heating and air-conditioning, cooling, drive train, and restraint systems. Upon completion, students should be able to identify system components and perform basic system diagnostic checks and/or repairs according to industry standards.

**AUB 142 Mech. & Electrical Components II 3 9 6**

Prerequisites: AUB 141

This course provides an in-depth study of automotive mechanical and electrical systems. Topics include personal and environmental safety and suspension and steering, electrical, brake, heating and air-conditioning, cooling, drive train, restraint, fuel intake, and exhaust systems. Upon completion, students should be able to demonstrate a comprehensive understanding of the operation, inspections, and repair of automotive mechanical and electrical systems.

**AUB 162 Autobody Estimating 1 2 2**

This course provides a comprehensive study of autobody estimating. Topics include collision damage analysis, industry regulations, flat-rate and estimated time, and collision estimating manuals. Upon completion, students should be able to prepare and interpret a damage report.

**BIO 111 General Biology I 3 3 4**

Prerequisite: MAT 070, RED 090, ENG 090

This course introduces the principles and concepts of biology. Emphasis is placed on basic biological chemistry, cell structure and function, metabolism and energy transformation, genetics, evolution, classification, and other related topics. Upon completion, students should be able to demonstrate understanding of life at the molecular and cellular levels.

**BIO 112 General Biology II 3 3 4**

Prerequisites: BIO 111

This course is a continuation of BIO 111. Emphasis is placed on organisms, biodiversity, plant and animal systems, ecology, and other related topics. Upon completion, students should be able to demonstrate comprehension of life at the organismal and ecological levels.

**BIO 163 Basic Anatomy & Physiology 4 2 5**

Prerequisite: RED 090, ENG 090

This course provides a basic study of the structure and function of the human body. Topics include a basic study of the body systems as well as an introduction to

homeostasis, cells, tissues, nutrition, acid-base balance, and electrolytes. Upon completion, students should be able to demonstrate a basic understanding of the fundamental principles of anatomy and physiology and their interrelationships. This course also includes an introduction to microbiology.

**BIO 165 Anatomy and Physiology I 3 3 4**  
Prerequisite: RED 090, ENG 090

This course is the first of a two-course sequence which provides a comprehensive study of the anatomy and physiology of the human body. Topics include the structure, function, and interrelationship of organ systems with emphasis on the processes which maintain homeostasis. Upon completion, students should be able to demonstrate an in-depth understanding of principles of anatomy and physiology and their interrelationships. Organ systems of the body are discussed individually and as part of the interacting groups with emphasis on the processes which maintain homeostasis.

**BIO 166 Anatomy and Physiology II 3 3 4**  
Prerequisites: BIO 165

This course is the second in a two-course sequence which provides a comprehensive study of the anatomy and physiology of the human body. Topics include the structure, function, and interrelationship of organ systems with emphasis on the processes which maintain homeostasis. Upon completion, students should be able to demonstrate an in-depth understanding of principles of anatomy and physiology and the interrelationships of all body systems. Organ systems of the body are discussed individually and as part of the interacting groups with emphasis on the processes which maintain homeostasis.

**BPR 111 Blueprint Reading 1 2 2**

This course introduces the basic principles of blueprint reading. Topics include line types, orthographic projections, dimensioning methods, and notes. Upon completion, students should be able to interpret basic blueprints and visualize the features of a part.

**BPR 121 Blueprint Reading: Mechanical 1 2 2**  
Prerequisites: BPR 111

This course covers the interpretation of intermediate blueprints. Topics include tolerancing, auxiliary views, sectional views, and assembly drawings. Upon completion, students should be able to read and interpret a mechanical working drawing.

**BPR 130 Blueprint Reading: Construction 1 2 2**  
This course covers the interpretation of blueprints and specifications that are associated with the construction trades. Emphasis is placed on interpretation of details for foundations, floor plans, elevations, and schedules. Upon completion, students should be able to read and interpret a set of construction blueprints.

**BPR 135 Schematics & Diagrams 2 0 2**

This course introduces schematics and diagrams used in a variety of occupations. Topics include interpretation of wiring diagrams, assembly drawings, exploded views, sectional drawings, and service manuals, specifications, and charts. Upon completion, students should be able to research and locate components and assemblies denoting factory specifications and requirements from service and repair manuals.

**BUS 110 Introduction to Business 3 0 3**

This course provides a survey of the business world. Topics include the basic principles and practices of contemporary business. Upon completion, students should be able to demonstrate an understanding of business concepts as a foundation for studying other business subjects.

**BUS 115 Business Law I 3 0 3**

This course introduces the ethics and legal framework of business. Emphasis is placed on contracts, negotiable instruments, Uniform Commercial Code, and the working of the court systems. Upon completion, students should be able to apply ethical issues and laws covered to selected business decision-making situations.

**BUS 116 Business Law II 3 0 3**

Prerequisites: BUS 115

This course continues the study of ethics and business law. Emphasis is placed on bailments, sales, risk-bearing, forms of business ownership, and copyrights. Upon completion, students should be able to apply ethical issues and laws covered to selected business decision-making situations.

**BUS 121 Business Math 2 2 3**

This course covers fundamental mathematical operations and their application to business problems. Topics include payroll, pricing, interest and discount, commission, taxes, and other pertinent uses of mathematics in the field of business. Upon completion, students should be able to apply mathematical concepts to business.

**BUS 125 Personal Finance 3 0 3**

This course provides a study of individual and family financial decisions. Emphasis is placed on building useful skills in buying, managing finances, increasing resources, and coping with current economic conditions. Upon completion, students should be able to develop a personal financial plan.

**BUS 135 Principles of Supervision 3 0 3**

This course introduces the basic responsibilities and duties of the supervisor and his/her relationship to higher-level supervisors, subordinates, and associates. Emphasis is placed on effective utilization of the work force and understanding the role of the supervisor. Upon completion, students should be able to apply supervisory principles in the work place.



**BUS 137 Principles of Management 3 0 3**

This course is designed to be an overview of the major functions of management. Emphasis is placed on planning, organizing, controlling, directing, and communicating. Upon completion, students should be able to work as contributing members of a team utilizing these functions of management.

**BUS 147 Business Insurance 3 0 3**

This course surveys the basic concepts of risk management. Topics include principles and applications of health, property, life, and casualty insurance. Upon completion, students should be able to evaluate different insurance needs and assist an organization in acquiring adequate insurance coverage.

**BUS 151 People Skills 3 0 3**

This course introduces the basic concepts of identity and communication in the business setting. Topics include self-concept, values, communication styles, feelings and emotions, roles versus relationships, and basic assertiveness, listening, and conflict resolution. Upon completion, students should be able to distinguish between unhealthy, self-destructive, communication patterns and healthy, non-destructive, positive communication patterns.

**BUS 152 Human Relations 3 0 3**

This course introduces the concepts of effective human interaction in the business work environment. Topics include effective communication techniques, motivation, ego states, stress, and conflict. Upon completion, students should be able to explain the importance of human relations, apply motivational techniques, and implement strategies for resolving work-related conflicts.

**BUS 153 Human Resource Management 3 0 3**

This course introduces the functions of personnel/human resource management within an organization. Topics include equal opportunity and the legal environment, recruitment and selection, performance appraisal, employee development, compensation planning, and employee relations. Upon completion, students should be able to anticipate and resolve human resource concerns.

**BUS 217 Employment Law and Regulations 3 0 3**

This course introduces the principle laws and regulations affecting public and private organizations and their employees or prospective employees. Topics include fair employment practices, EEO, affirmative action, and employee rights and protections. Upon completion, students should be able to evaluate organization policy for compliance and assure that decisions are not contrary to law.

**BUS 225 Business Finance 2 2 3**

Prerequisites: ACC 120

This course provides an overview of business financial management. Emphasis is placed on financial statement analysis, time value of money, management of cash flow,

risk and return, and sources of financing. Upon completion, students should be able to interpret and apply the principles of financial management.

**BUS 230 Small Business Management 3 0 3**

This course introduces the challenges of entrepreneurship including the startup and operation of a small business. Topics include market research techniques, feasibility studies, site analysis, financing alternatives, and managerial decision making. Upon completion, students should be able to develop a small business plan.

**BUS 237 Current Management Issues 2 0 2**

This course introduces current management issues and problems. Emphasis is placed on the management topics and challenges faced by all employees in an organization. Upon completion, students should be able to critically analyze alternative solutions within a team environment.

**BUS 239 Business Applications Seminar 1 2 2**

Prerequisites: ACC 120 and BUS 115 and BUS 137 and MKT 120 and ECO 151 or ECO 252

This course is designed as a capstone course for Business Administration majors. Emphasis is placed on decision making in the areas of management, marketing, production, purchasing, and finance. Upon completion, students should be able to apply the techniques, processes, and vital professional skills needed in the work place.

**BUS 253 Leadership & Management Skills 3 0 3**

This course includes a study of the qualities, behaviors, and personal styles exhibited by leaders. Emphasis is placed on coaching, counseling, team building, and employee involvement. Upon completion, students should be able to identify and exhibit the behaviors needed for organizational effectiveness.

**CAR 110 Introduction to Carpentry 2 0 2**

This course introduces the student to the carpentry trade. Topics include duties of a carpenter, hand and power tools, building materials, construction methods, and safety. Upon completion, students should be able to identify hand and power tools, common building materials, and basic construction methods.

**CAR 111 Carpentry I 3 15 8**

This course introduces the theory and construction methods associated with the building industry, including framing, materials, tools, and equipment. Topics include safety, hand/power tool use, site preparation, measurement and layout, footings and foundations, construction framing, and other related topics. Upon completion, students should be able to safely lay out and perform basic framing skills with supervision.

**CAR 112 Carpentry II 3 15 8**

Prerequisites: CAR 111

This course covers the advanced theory and construction methods associated with the building industry including framing and exterior finishes. Topics include safety, hand/



power tool use, measurement and layout, construction framing, exterior trim and finish, and other related topics. Upon completion, students should be able to safely frame and apply exterior finishes to a residential building with supervision.

**CAR 113 Carpentry III 3 9 6**  
Prerequisites: CAR 111

This course covers interior trim and finishes. Topics include safety, hand/power tool use, measurement and layout, specialty framing, interior trim and finishes, cabinetry, and other related topics. Upon completion, students should be able to safely install various interior trim and finishes in a residential building with supervision.

**CAR 114 Residential Building Codes 3 0 3**

This course covers building codes and the requirements of state and local construction regulations. Emphasis is placed on the minimum requirements of the North Carolina building codes related to residential structures. Upon completion, students should be able to determine if a structure is in compliance with North Carolina building codes.

**CAR 115 Residential Planning/Estimating 3 0 3**

Prerequisites: BPR 130

This course covers project planning, management, and estimating for residential or light commercial buildings. Topics include planning and scheduling, interpretation of working drawings and specifications, estimating practices, and other related topics. Upon completion, students should be able to perform quantity take-offs and cost estimates.

**CHM 131 Introduction to Chemistry 3 0 3**

This course introduces the fundamental concepts of inorganic chemistry. Topics include measurement, matter and energy, atomic and molecular structure, nuclear chemistry, stoichiometry, chemical formulas and reactions, chemical bonding, gas laws, solutions, and acids and bases. Upon completion, students should be able to demonstrate a basic understanding of chemistry as it applies to other fields.

**CHM 131A Introduction to Chemistry Lab 0 3 1**

Corequisites: CHM 131

This course is a laboratory to accompany CHM 131. Emphasis is placed on laboratory experiences that enhance materials presented in CHM 131. Upon completion, students should be able to utilize basic laboratory procedures and apply them to chemical principles presented in CHM 131.

**CHM 132 Organic and Biochemistry 3 3 4**

Prerequisite: CHM 131

This course provides a survey of major functional classes of compounds in organic and biochemistry. Topics include structure, properties, and reactions of the major organic and biological molecules and basic principles of metabolism. Upon completion, students should be able to demonstrate an understanding of fundamental chemical

concepts needed to pursue studies related professional fields. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural science/mathematics.*

**CIS 110 Introduction to Computers 2 2 3**

This course provides an introduction to computers and computing. Topics include the impact of computers on society, ethical issues, and hardware/software applications, including spreadsheets, databases, word processors, graphics, the Internet, and operating systems. Upon completion, students should be able to demonstrate an understanding of the role and function of computers and use the computer to solve problems.

**CIS 111 Basic PC Literacy 1 2 2**

This course provides a brief overview of computer concepts. Emphasis is placed on the use of personal computers and software applications for personal and workplace use. Upon completion, students should be able to demonstrate basic personal computer skills.

**CIS 115 Intro. to Programming & Logic 2 2 3**

Prerequisites: MAT 070

This course introduces computer programming and problem solving in a programming environment, including an introduction to operating systems, text editor, and a language translator. Topics include language syntax, data types, program organization, problem-solving methods, algorithm design, and logic control structures. Upon completion, students should be able to manage files with operating system commands, use top-down algorithm design, and implement algorithmic solutions in a programming language.

**CIS 120 Spreadsheet I 2 2 3**

Prerequisites: CIS 110 or CIS 111

This course introduces basic spreadsheet design and development. Topics include writing formulas, using functions, enhancing spreadsheets, creating charts, and printing. Upon completion, students should be able to design and print basic spreadsheets and charts.

**CIS 130 Survey of Operating Systems 2 3 3**

The course covers operating system concepts which are necessary for maintaining and using computer systems. Topics include disk, file, and directory structures; installation and setup; resource allocation, optimization, and configuration; system security; and other related topics. Upon completion, students should be able to install and configure operating systems and optimize performance.

**CIS 147 Operating System - Windows 2 2 3**

This course introduces operating systems concepts for a Window's operating system. Topics include hardware management, file and memory management, system configuration/ optimization, and utilities. Upon completion, students should be able to perform operating system functions at the support level in a Window's environment.



**CIS 152 Database Concepts/Applications 2 2 3**

Prerequisites: CIS 110 or CIS 111 or CIS 115

This course introduces database design and creation using a DBMS. Topics include database terminology, usage in industry, design theory, types of DBMS models, and creation of simple tables, queries, reports, and forms. Upon completion, students should be able to create simple database tables, queries, reports, and forms which follow acceptable design practices.

**CIS 160 Multimedia Resources Integration 2 2 3**

Prerequisites: CIS 110 or CIS 111

This course introduces the peripherals and attendant software needed to create stand-alone or networked interactive multimedia applications. Emphasis is placed on using audio, video, graphic, and network resources; using peripheral-specific software; and understanding file formats. Upon completion, students should be able to utilize multimedia peripherals to create various sound and visual files to create a multimedia application.

**CIS 162 Multimedia Presentation Software 2 2 3**

Prerequisites: CIS 110 or CIS 111

This course is designed to integrate visual and audio resources using presentation software in a simple interactive multimedia project. Emphasis is placed upon design and audience considerations, general prototyping, and handling of media resources. Upon completion, students should be able to demonstrate an original interactive multimedia presentation implementing all of these resources in a professional manner.

**CIS 163 Program Interfaces Internet 2 2 3**

Prerequisites: CIS 110 or CIS 111

This course creates interactive multimedia applications and applets for the Internet using web-specific languages. Emphasis is placed on audio, video, graphic, and network resources and various file formats. Upon completion, students should be able to create an interactive multimedia application or applet for the Internet.

**CIS 165 Desktop Publishing I 2 2 3**

This course provides an introduction to desktop publishing software capabilities. Emphasis is placed on efficient use of a page layout software package to create, design, and print publications; hardware/software compatibility; and integration of specialized peripherals. Upon completion, students should be able to prepare publications given design specifications.

**CIS 169 Business Presentations 1 2 2**

Prerequisites: CIS 110 or CIS 111

This course provides hands-on experience with a graphics presentation package. Topics include terminology, effective chart usage, design and layout, integrating hardware components, and enhancing presentations with text and graphics. Upon completion, students should be able to design and demonstrate an effective presentation.

**CIS 173 Network Theory 2 2 3**

This course examines Token Ring, Ethernet, and Arcnet networks. Topics include LAN topologies and design; cable characteristics; cable, interface cards, server, and client installation; basic management techniques; linking networks; and troubleshooting LAN problems. Upon completion, students should be able to install both hardware and software for a small client/server LAN and troubleshoot common network problems.

**CIS 174 Network System Manager I 2 2 3**

This course covers effective network management. Topics include network file system design and security, login scripts and user menus, printing services, e-mail, and backup. Upon completion, students should be able to administer an office network system.

**CIS 175 Network Management I 2 2 3**

This course covers fundamental network administration and system management. Topics include accessing and configuring basic network services, managing directory services, and using network management software. Upon completion, students should be able to apply system administrator skills in developing a network management strategy.

**CIS 215 Hardware Installation/Maintenance 2 3 3**

Prerequisites: CIS 110 or CIS 111 or CIS 115

This course covers the basic hardware of a personal computer, including operations and interactions with software. Topics include component identification, the memory system, peripheral installation and configuration, preventive maintenance, and diagnostics and repair. Upon completion, students should be able to select appropriate computer equipment, upgrade and maintain existing equipment, and troubleshoot and repair non-functioning personal computers.

**CIS 217 Computer Training & Support 2 2 3**

This course introduces computer training and support techniques. Topics include methods of adult learning, training design, delivery, and evaluation, creating documentation, and user support methods. Upon completion, students should be able to design and implement training and provide continued support for computer users.

**CIS 220 Spreadsheets II 1 2 2**

Prerequisites: CIS 120

This course covers advanced spreadsheet design and development. Topics include advanced functions, charting, macros, databases, and linking. Upon completion, students should be able to demonstrate competence in designing complex spreadsheets.

**CIS 266 Multimedia Design 2 2 3**

Prerequisites: CIS 160 and CIS 162

This course prototypes a complete interactive multimedia project using an authoring package. Topics include mapping



hyperlinks, advanced design concepts, appropriate evaluation techniques, and user/customer considerations. Upon completion, students should be able to present a complete prototyped project which will be used in advanced courses.

**CIS 268 Multimedia Project 2 2 3**  
Prerequisites: CIS 266

This course provides an opportunity to complete a significant multimedia project with minimal instructor support. Emphasis is placed on written and verbal communication skills, documentation, presentation, and user training. Upon completion, students should be able to present an operational multimedia system which they have created.

**CIS 274 Network System Manager II 2 2 3**  
Prerequisites: CIS 174

This course is a continuation of CIS 174 focusing on advanced network management, configuration, and installation. Emphasis is placed on server configuration files, startup procedures, server protocol support, memory and performance concepts, and management and maintenance. Upon completion, students should be able to install and upgrade networks and servers for optimal performance.

**CIS 275 Network Management II 2 2 3**  
Prerequisites: CIS 175

This course is a continuation of CIS 175 focusing on advanced enterprise networks. Topics include directory service tree planning, management distribution and protection, improving network security, auditing the network, printing, networking, and system administration of an Internet node. Upon completion, students should be able to manage client services and network features and optimize network performance.

**CIS 282 Network Technology 3 0 3**

This course examines concepts of network architecture. Topics include various network types, topologies, transmission methods, media and access control, the OSI model, and the protocols which operate at each level of the model. Upon completion, students should be able to design a network based on the requirements of a company.

**CIS 286 Systems Analysis & Design 3 0 3**  
Prerequisites: CIS 115

This course examines established and evolving methodologies for the analysis, design, and development of a business information system. Emphasis is placed on business systems characteristics, managing information systems projects, prototyping, CASE tools, and systems development life cycle phases. Upon completion, students should be able to analyze a problem and design an appropriate solution using a combination of tools and techniques.

**CIS 287 Network Support 2 2 3**

Prerequisites: CIS 274 or CIS 275

This course provides experience using CD ROM and on-line research tools and hands-on experience for advanced hardware support and troubleshooting. Emphasis is placed on troubleshooting network adapter cards and cabling, network storage devices, the DOS workstation, and network printing. Upon completion, students should be able to analyze, diagnose, research, and fix network hardware problems.

**CIS 288 Systems Project 1 4 3**

Prerequisites: CIS 286

This course provides an opportunity to complete a significant systems project from the design phase through implementation with minimal instructor support. Emphasis is placed on project definition, documentation, installation, testing, presentation, and training. Upon completion, students should be able to complete a project from the definition phase through implementation.

**CJC 111 Introduction to Criminal Justice 3 0 3**

This course introduces the components and processes of the criminal justice system. Topics include history, structure, functions, and philosophy of the criminal justice system and their relationship to life in our society. Upon completion, students should be able to define and describe the major system components and their interrelationships and evaluate career options.

**CJC 112 Criminology 3 0 3**

This course introduces deviant behavior as it relates to criminal activity. Topics include theories of crime causation; statistical analysis of criminal behavior; past, present, and future social control initiatives; and other related topics. Upon completion, students should be able to explain and discuss various theories of crime causation and societal response.

**CJC 113 Juvenile Justice 3 0 3**

This course covers the juvenile justice system and related juvenile issues. Topics include an overview of the juvenile justice system, treatment and prevention programs, special areas and laws unique to juveniles, and other related topics. Upon completion, students should be able to identify/discuss juvenile court structure/procedures, function and jurisdiction of juvenile agencies, processing/detention of juveniles, and case disposition.

**CJC 121 Law Enforcement Operations 3 0 3**

The course introduces fundamental law enforcement operations. Topics include the contemporary evolution of law enforcement operations and related issues. Upon completion, students should be able to explain theories, practices, and issues related to law enforcement operations. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.



**CJC 131 Criminal Law 3 0 3**

This course covers the history/evolution/principles and contemporary applications of criminal law. Topics include sources of substantive law, classification of crimes, parties to crime, elements of crimes, matters of criminal responsibility, and other related topics. Upon completion, students should be able to discuss the sources of law and identify, interpret, and apply the appropriate statutes/elements.

**CJC 132 Court Procedure & Evidence 3 0 3**

This course covers judicial structure/process/procedure from incident to disposition, kinds and degrees of evidence, and the rules governing admissibility of evidence in court. Topics include consideration of state and federal courts, arrest, search and seizure laws, exclusionary and statutory rules of evidence, and other related issues. Upon completion, students should be able to identify and discuss procedures necessary to establish a lawful arrest/search, proper judicial procedures, and the admissibility of evidence.

**CJC 141 Corrections 3 0 3**

This course covers the history, major philosophies, components, and current practices and problems of the field of corrections. Topics include historical evolution, functions of the various components, alternatives to incarceration, treatment programs, inmate control, and other related topics. Upon completion, students should be able to explain the various components, processes, and functions of the correctional system.

**CJC 151 Introduction to Loss Prevention 3 0 3**

This course introduces the concepts and methods related to commercial and private security systems. Topics include the historical, philosophical, and legal basis of security, with emphasis on security surveys, risk analysis, and associated functions. Upon completion, students should be able to demonstrate and understand security systems, risk management, and the laws relative to loss prevention.

**CJC 212 Ethics & Community Relations 3 0 3**

This course covers ethical considerations and accepted standards applicable to criminal justice organizations and professionals. Topics include ethical systems; social change, values, and norms; cultural diversity; citizen involvement in criminal justice issues; and other related topics. Upon completion, students should be able to apply ethical considerations to the decision-making process in identifiable criminal justice situations.

**CJC 213 Substance Abuse 3 0 3**

This course is a study of substance abuse in our society. Topics include the history and classifications of drug abuse and the social, physical, and psychological impact of drug abuse. Upon completion, students should be able to identify various types of drugs, their effects on human behavior and society, and treatment modalities.

**CJC 221 Investigative Principles 3 2 4**

This course introduces the theories and fundamentals of the investigative process. Topics include crime scene/incident processing, information gathering techniques, collection/preservation of evidence, preparation of appropriate reports, court presentations, and other related topics. Upon completion, students should be able to identify, explain, and demonstrate the techniques of the investigative process, report preparation, and courtroom presentation.

**CJC 222 Criminalistics 3 0 3**

This course covers the functions of the forensic laboratory and its relationship to successful criminal investigations and prosecutions. Topics include advanced crime scene processing, investigative techniques, current forensic technologies, and other related topics. Upon completion, students should be able to identify and collect relevant evidence at simulated crime scenes and request appropriate laboratory analysis of submitted evidence.

**CJC 223 Organized Crime 3 0 3**

This course introduces the evolution of traditional and non-traditional organized crime and its effect on society and the criminal justice system. Topics include identifying individuals and groups involved in organized crime, areas of criminal activity, legal and political responses to organized crime, and other related topics. Upon completion, students should be able to identify the groups and activities involved in organized crime and the responses of the criminal justice system.

**CJC 231 Constitutional Law 3 0 3**

The course covers the impact of the Constitution of the United States and its amendments on the criminal justice system. Topics include the structure of the Constitution and its amendments, court decisions pertinent to contemporary criminal justice issues, and other related topics. Upon completion, students should be able to identify/discuss the basic structure of the United States Constitution and the rights/procedures as interpreted by the courts.

**CJC 232 Civil Liability 3 0 3**

This course covers liability issues for the criminal justice professional. Topics include civil rights violations, tort liability, employment issues, and other related topics. Upon completion, students should be able to explain civil trial procedures and discuss contemporary liability issues.

**CJC 293 Selected Topics in CJC 3 0 3**

Prerequisites: Enrollment in the program

This course provides an opportunity to explore areas of current interest in specific program or discipline areas. Emphasis is placed on subject matter appropriate to the program or discipline. Upon completion, students should be able to demonstrate an understanding of the specific area of study. The student will prepare a project designed to integrate the skill and knowledge developed in this curriculum.



<b>COE 111</b>	<b>Co-op Work Experience</b>	<b>0 10 1</b>
<b>COE 121</b>	<b>Co-op Work Experience II</b>	<b>0 10 1</b>
<b>COE 122</b>	<b>Co-op Work Experience II</b>	<b>0 20 2</b>
<b>COE 131</b>	<b>Co-op Work Experience III</b>	<b>0 10 1</b>
This course provides work experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.		
<b>COE 115</b>	<b>Work Experience Seminar I</b>	<b>1 0 1</b>
Corequisite: COE 111		
<b>COE 125</b>	<b>Work Experience Seminar II</b>	<b>1 0 1</b>
Corequisite: COE 121 or COE 122		
<b>COE 135</b>	<b>Work Experience Seminar III</b>	<b>1 0 1</b>
Corequisite: COE 131		
This seminar is designed to discuss the student's work experience with the instructor and other students. Students will discuss highlights, issues, and problems associated with their cooperative work experience.		
<b>COM 140</b>	<b>Intercultural Communication</b>	<b>3 0 3</b>
Corequisite: ENG 090		
This course introduces techniques of cultural research, definitions, functions, characteristics, and impacts of cultural differences in public address. Emphasis is placed on how diverse backgrounds influence the communication act and how cultural perceptions and experiences determine how one sends and receives messages. Upon completion, students should be able to demonstrate an understanding of the principles and skills needed to become effective in communicating outside one's primary culture. The intercultural topics discussed in this course are designed to serve as a basis for developing dyadic, small group and large group speaking topics.		
<b>COM 231</b>	<b>Public Speaking</b>	<b>3 0 3</b>
Corequisite: ENG 111		
This course provides instruction and experience in preparation and delivery of speeches within a public setting and group discussion. Emphasis is placed on research, preparation, delivery, and evaluation of informative, persuasive, and special occasion public speaking. Upon completion, students should be able to prepare and deliver well-organized speeches and participate in group discussion with appropriate audiovisual support.		
<b>CSC 133</b>	<b>C Programming</b>	<b>2 3 3</b>
This course introduces computer programming using the C programming language. Topics include input/output operations, sequence, selection, iteration, arithmetic operations, arrays tables, pointers, and other related topics. Upon completion, students should be able to design, code, test, and debug C language programs.		

<b>CSC 139</b>	<b>Visual BASIC Programming</b>	<b>2 3 3</b>
This course introduces event-driven computer programming using the Visual BASIC programming language. Topics include input/output operations, sequence, selection, iteration, arithmetic operations, arrays, forms, sequential files, and other related topics. Upon completion, students should be able to design, code, test, and debug Visual BASIC language programs.		

<b>CSC 143</b>	<b>Object-Oriented Programming</b>	<b>2 3 3</b>
This course introduces the concepts of object-oriented programming. Emphasis is placed on event-driven programming methods, including creating and manipulating objects, classes, and using object-oriented tools such as the class debugger. Upon completion, students should be able to design, test, debug, and implement objects at the application level using the appropriate environment.		

<b>CSC 233</b>	<b>Advanced C</b>	<b>2 3 3</b>
Prerequisites: CSC 133		
This course is a continuation of CSC 133 using C with structured programming principles. Emphasis is placed on advanced arrays/tables, file management/processing techniques, data structures, sub-programs, interactive processing, sort/merge routines, and libraries. Upon completion, students should be able to design, code, test, debug, and document programming solutions.		

<b>CSC 239</b>	<b>Advanced Visual BASIC</b>	<b>2 3 3</b>
Prerequisite: CSC 139		
This course is a continuation of CSC 139 using Visual BASIC with structured programming principles. Emphasis is placed on advanced arrays/tables, file management/processing techniques, data structures, sub-programs, interactive processing, sort/merge routines, and libraries. Upon completion, students should be able to design, code, test, debug, and document programming solutions.		

<b>CUL 110</b>	<b>Sanitation &amp; Safety</b>	<b>2 0 2</b>
This course introduces the basic principles of sanitation and safety and their relationship to the hospitality industry. Topics include personal hygiene, sanitation and safety regulations, use and care of equipment, the principles of food-borne illness, and other related topics. Upon completion, students should be able to demonstrate an understanding of sanitation and safety procedures in the hospitality industry.		

<b>CUL 110A</b>	<b>Sanitation &amp; Safety Lab</b>	<b>0 2 1</b>
Corequisite: CUL 110		
This course is a laboratory to accompany CUL 110. Emphasis is placed on practical experiences that enhance the materials presented in CUL 110. Upon completion, students should be able to demonstrate practical applications of sanitation and safety procedures in the hospitality industry.		



**CUL 120 Purchasing 2 0 2**

This course covers purchasing for hotels and restaurants. Emphasis is placed on procurement, yield tests, inventory control, specification, planning, forecasting, market trends, terminology, cost controls, pricing, and foodservice ethics. Upon completion, students should be able to apply effective purchasing techniques based on the end-use of the product.

**CUL 120A Purchasing Lab 0 2 1**

Corequisite: CUL 120

This course is a laboratory to accompany CUL 120. Emphasis is placed on practical experiences that enhance the materials presented in CUL 120. Upon completion, students should be able to demonstrate practical applications of purchasing within in the hospitality industry.

**CUL 135 Food & Beverage Service 2 0 2**

This course covers the practical skills and knowledge for effective food and beverage service in a variety of settings. Topics include reservations, greeting and service of guests, styles of service, handling complaints, and sales and merchandising. Upon completion, students should be able to demonstrate competence in human relations and technical skills required in the service of foods and beverages.

**CUL 135A Food & Beverage Service Lab 0 2 1**

Corequisite: CUL 135

This course is a laboratory to accompany CUL 135. Emphasis is placed on practical experiences that enhance the materials presented in CUL 135. Upon completion, students should be able to demonstrate practical applications of skills required in the service of foods and beverages.

**CUL 140 Basic Culinary Skills 2 6 5**

This course introduces the fundamental concepts, skills, and techniques involved in basic cookery. Emphasis is placed on recipe conversion, measurements, terminology, knife skills, safe food handling, cooking methods, flavorings, seasonings, stocks/sauces/soups, and other related topics. Upon completion, students should be able to exhibit the basic cooking skills used in the food service industry.

**CUL 160 Baking I 1 4 3**

This course covers basic ingredients, weights and measures, baking terminology, and formula calculations. Topics include yeast-raised products, quick breads, pastry dough, various cakes and cookies, and appropriate filling and finishing techniques. Upon completion, students should be able to prepare and evaluate baked products.

**CUL 220 Food Service/ Special Operations 1 8 5**

This course covers menu planning principles, food preparation, food procurement, and food management skills needed to provide appealing and profitable food service in special operations. Topics include fast-food cookery, convenience-store food service, supermarkets, delicatessens, and take-out venue. Upon completion,

students should be able to plan, organize, and prepare food service items for special operations.

**CUL 240 Advanced Culinary Skills 1 8 5**

Prerequisite: CUL 140

This course is a continuation of CUL 140. Emphasis is placed on meat fabrication and butchery; vegetable, starch, and protein cookery; compound sauces; plate presentation; breakfast cookery; and quantity food preparation. Upon completion, students should be able to plan, execute, and successfully serve entrees with complementary side items.

**CUL 260 Baking II 1 4 3**

Prerequisite: CUL 160

This course is a continuation of CUL 160. Topics include specialty breads, pastillage, marzipan, chocolate, pulled-sugar, confections, classic desserts, pastries, and cake decorating. Upon completion, students should be able to demonstrate pastry preparation and plating, cake decorating, and show-piece production skills.

**DAN 140 Modern Dance I 0 4 2**

This course introduces the elementary elements of modern dance technique. Emphasis is placed on floor, barre, and center floor exercises. Upon completion, students should be able to exhibit a basic understanding and skill in performing elementary modern dance technique.

**DDF 211 Design Drafting I 2 6 4**

Prerequisites: DFT 112

This course emphasizes design processes for finished products. Topics include data collection from manuals and handbooks, efficient use of materials, design sketching, specifications, and vendor selection. Upon completion, students should be able to research and plan the design process for a finished product.

**DDF 212 Design Drafting II 1 6 4**

Prerequisites: DDF 211

This course stresses the integration of various drafting and design practices. Emphasis is placed on the creation of an original design. Upon completion, students should be able to apply drafting and design procedures to a design project of their choosing.

**DDF 213 Design Drafting III 1 6 4**

Prerequisites: DDF 212

This course provides an opportunity to produce all the documentation needed to complete a project for the manufacture of a product. Topics include materials, manufacturing processes, analysis, production drawings, calculations, and specifications. Upon completion, students should be able to research and produce all information needed to complete a project for manufacture.



**DDF 214 Tool Design 2 4 4**

Prerequisites: DDF 212

This course introduces the principles of tool design. Topics including gaging, die work, and cost analysis using available catalogs and studies using manufacturing processes. Upon completion, students should be able to use catalogs to identify vendors and prepare working drawings for tooling.

**DDT 110 Developmental Disabilities 3 0 3**

This course identifies the characteristics and causes of various disabilities. Topics include history of service provision, human rights, legislation and litigation, advocacy, and accessing support services. Upon completion, students should be able to demonstrate an understanding of current and historical developmental disability definitions and support systems used throughout the life span.

**DDT 120 Teaching Developmental Disabled 3 0 3**

Prerequisites: DDT 110

This course covers teaching modalities which enhance learning among people with developmental disabilities. Topics include assessment, support strategies, writing behavioral strategies, teaching methods, and documentation. Upon completion, students should be able to demonstrate competence in individual program plan development and implementation. *This course is a unique concentration requirement of the Developmental Disabilities concentration in the Human Services Technology program.*

**DDT 130 Residential Services 3 0 3**

Prerequisites: DDT 120

This course presents the range of options available to developmentally disabled individuals in a variety of residential settings and specialized community facilities. Topics include adoptions, foster care, group or half-way homes, elder care, federal/state/local regulations, and licensing standards for operation of facilities. Upon completion, students should be able to identify the needs of developmentally disabled individuals and a full range of services to meet those needs. *This course is a unique concentration requirement of the Developmental Disabilities concentration in the Human Services Technology program.*

**DDT 210 DDT Health Issues 3 0 3**

Prerequisites: DDT 110

This course introduces the health and medical aspects of assisting people with developmental disabilities. Topics include universal precautions, medication, wellness, nutrition, human sexuality, and accessing medical services. Upon completion, students should be able to identify and implement strategies to promote wellness and manage chronic health conditions. Upon completion, students should be able to identify and implement strategies for the maintenance, prevention, and treatment of predominant health conditions affecting the developmentally disabled. *This course is a unique concentration requirement of the*

*Developmental Disabilities concentration in the Human Services Technology program.*

**DDT 220 Program Planning Process 3 0 3**

This course covers the individual program planning process used in services for people with developmental disabilities. Topics include basic components and benefits of the process, the effect of values on outcomes, and group problem-solving methods. Upon completion, students should be able to demonstrate an understanding of effective group process in program planning and the individual roles of team members. *This course is a unique concentration requirement of the Developmental Disabilities concentration in the Human Services Technology program.*

**DFT 111 Technical Drafting I 1 3 2**

This course introduces basic drafting skills, equipment, and applications. Topics include sketching, measurements, lettering, dimensioning, geometric construction, orthographic projections and pictorials drawings, sections, and auxiliary views. Upon completion, students should be able to understand and apply basic drawing principles and practices.

**DFT 111A Technical Drafting I Lab 0 3 1**

Corequisites: DFT 111

This course provides a laboratory setting to enhance basic drafting skills. Emphasis is placed on practical experiences that enhance the topics presented in DFT 111. Upon completion, students should be able to apply the laboratory experiences to the concepts presented in DFT 111.

**DFT 112 Technical Drafting II 1 3 2**

Prerequisites: DFT 111

This course provides for advanced drafting practices and procedures. Topics include detailed working drawings, hardware, fits and tolerances, assembly and sub-assembly, geometric dimensioning and tolerancing, intersections, and developments. Upon completion, students should be able to produce detailed working drawings.

**DFT 112A Technical Drafting II Lab 0 3 1**

Corequisites: DFT 112

This course provides a laboratory setting to enhance advance drafting skills. Emphasis is placed on practical experiences that enhance the topics presented in DFT 112. Upon completion, students should be able to apply the laboratory experiences to the concepts presented in DFT 112.

**DFT 151 CAD I 2 3 3**

This course introduces CAD software as a drawing tool. Topics include drawing, editing, file management, and plotting. Upon completion, students should be able to produce and plot a CAD drawing.

<b>DFT 152 CAD II</b>	<b>2 3 3</b>
Prerequisites: DFT 151	
This course is a continuation of DFT 151. Topics include advanced two-dimensional, three-dimensional, and solid modeling and extended CAD applications. Upon completion, students should be able to generate and manage CAD drawings and models to produce engineering documents.	
<b>DFT 214 Descriptive Geometry</b>	<b>1 2 2</b>
Prerequisites: DFT 111	
This course includes a graphic analysis of space problems. Topics include points, lines, planes, connectors, and combinations of these. Upon completion, students should be able to solve real world spatial problems using descriptive geometry techniques.	
<b>DRA 122 Oral Interpretation</b>	<b>3 0 3</b>
This course introduces the dramatistic study of literature through performance. Emphasis is placed on analysis and performance of poetry, drama, and prose fiction. Upon completion, students should be able to embody and discuss critically the speakers inherent in literature.	
<b>ECO 151 Survey of Economics</b>	<b>3 0 3</b>
Corequisites: ENG 111	
This course introduces basic concepts of micro and macro-economics. Topics include supply and demand, optimizing economic behavior, prices and wages, money, interest rates, banking system, unemployment, inflation, taxes, government spending, and international trade. Upon completion, students should be able to explain alternative solutions for economic problems faced by private and government sectors.	
<b>ECO 252 Principles of Macroeconomics</b>	<b>3 0 3</b>
Co-requisite: ENG 111	
This course introduces economic analysis of aggregate employment, income, and prices. Topics include major schools of economic thought; aggregate supply and demand; economic measures, fluctuations, and growth; money and banking; stabilization techniques; and international trade. Upon completion, students should be able to evaluate national economic components, conditions, and alternatives for achieving socioeconomic goals.	
<b>EDU 111 Early Childhood Credential I</b>	<b>2 0 2</b>
This course introduces early childhood education and the role of the teacher in environments that encourage exploration and learning. Topics include professionalism, child growth and development, individuality, family, and culture. Upon completion, students should be able to identify and demonstrate knowledge of professional roles, major areas of child growth and development, and diverse families.	
<b>EDU 112 Early Childhood Credential II</b>	<b>2 0 2</b>
This course introduces developmentally appropriate practices, positive guidance, and standards of health, safety, and nutrition. Topics include the learning	

environment, planning developmentally appropriate activities, positive guidance techniques, and health, safety, and nutrition standards. Upon completion, students should be able to demonstrate developmentally appropriate activities and positive guidance techniques and describe health/sanitation/nutrition practices that promote healthy environments for children.

**EDU 118 Teach Assoc Principle & Practice 3 0 3**  
This course covers the teacher associate's role in the educational system. Topics include history of education, professional responsibilities and ethics, cultural diversity, communication skills, and identification of the optimal learning environment. Upon completion, students should be able to describe the supporting professional role of the teacher associate, demonstrate positive communication, and discuss educational philosophy.

**EDU 119 Early Childhood Education 3 2 4**  
This course covers the foundations of the education profession, types of programs, professionalism, and planning quality programs for children. Topics include historical foundations, career options, types of programs, professionalism, observational skills, and planning developmentally appropriate schedules, environments, and activities for children. Upon completion, students should be able to demonstrate observational skills, identify appropriate schedules and environments, develop activity plans, and describe influences on the profession.

**EDU 131 Child, Family, & Community 3 0 3**  
This course covers the relationships between the families, programs for children/schools, and the community. Emphasis is placed on establishing and maintaining positive collaborative relationships with families and community resources. Upon completion, students should be able to demonstrate strategies for effectively working with diverse families and identifying and utilizing community resources.

**EDU 144 Child Development I 3 0 3**  
This course covers the theories of child development and the developmental sequences of children from conception through the pre-school years for early childhood educators. Emphasis is placed on sequences in physical/motor, social, emotional, cognitive, and language development and appropriate experiences for the young child. Upon completion, students should be able to identify developmental milestones, plan experiences to enhance development, and describe appropriate interaction techniques and environments for typical/atypical development.



**EDU 145 Child Development II 3 0 3**

This course covers theories of child development and developmental sequences of children from pre-school through middle childhood for early childhood educators. Emphasis is placed on characteristics of physical/motor, social, emotional, and cognitive/language development and appropriate experiences for children. Upon completion, students should be able to identify developmental characteristics, plan experiences to enhance development, and describe appropriate interaction techniques and environments.

**EDU 146 Child Guidance 3 0 3**

This course introduces practical principles and techniques for developmentally appropriate guidance. Emphasis is placed on encouraging self-esteem and cultural awareness, effective communication skills, and direct and indirect guidance techniques and strategies. Upon completion, students should be able to demonstrate strategies which encourage positive social interactions, promote conflict resolution, and develop self-control, self-motivation, and self-esteem in children.

**EDU 151 Creative Activities 3 0 3**

This course covers creative learning environments, planning and implementing developmentally appropriate experiences, and developing appropriate teaching materials for the classroom. Emphasis is placed on creative activities for children in art, music, movement and physical skills, and dramatics. Upon completion, students should be able to select and evaluate developmentally appropriate learning materials and activities.

**EDU 153 Health, Safety, & Nutrition 3 0 3**

This course focuses on promoting and maintaining the health and well-being of children. Topics include health and nutritional needs, safe and healthy environments, and recognition and reporting of child abuse and neglect. Upon completion, students should be able to set up and monitor safe indoor and outdoor environments and implement a nutrition education program.

**EDU 157 Active Play 2 2 3**

This course introduces the use of indoor and outdoor physical activities to promote the physical, cognitive, and social/emotional development of children. Topics include the role of active play, development of play skills, playground design, selection of safe equipment, and materials and surfacing for active play. Upon completion, students should be able to discuss the stages of play, the role of teachers in play, and the design of appropriate active play areas and activities.

**EDU 171 Instructional Media 1 2 2**

This courses covers the development and maintenance of effective teaching materials and the operation of selected pieces of equipment. Topics include available community resources, various types of instructional materials and bulletin boards, and audiovisual and computer use with

children. Upon completion, students should be able to construct and identify resources for instructional materials and bulletin boards and use audiovisual and computer equipment.

**EDU 186 Reading & Writing Methods 3 0 3**

This course covers concepts, resources, and methods for teaching reading and writing to school-age children. Topics include the importance of literacy, learning styles, skills assessment, various reading and writing approaches, and instructional strategies. Upon completion, students should be able to assess, plan, implement, and evaluate developmentally appropriate reading and writing experiences.

**EDU 188 Issues in Early Child Education 2 0 2**

This course covers topics and issues in early childhood education. Emphasis is placed on current advocacy issues, emerging technology, professional growth experiences, and other related topics. Upon completion, students should be able to list, discuss, and explain current topics and issues in early childhood education.

**EDU 221 Children with Special Needs 3 0 3**

Prerequisites: EDU 144 and EDU 145 or  
PSY 244 and PSY 245

This course introduces working with children with special needs. Emphasis is placed on the characteristics and assessment of children and strategies for adapting the home and classroom environment. Upon completion, students should be able to recognize atypical development, make appropriate referrals, and work collaboratively to plan, implement, and evaluate inclusion strategies.

**EDU 234 Infants, Toddlers, & Twos 3 0 3**

This course covers the skills needed to effectively implement group care for infants, toddlers, and two-year olds. Emphasis is placed on child development and developmentally appropriate practices. Upon completion, students should be able to identify, plan, select materials and equipment, and implement and evaluate a developmentally appropriate curriculum.

**EDU 235 School-Age Devel & Program 2 0 2**

This course presents developmentally appropriate practices in group care for school-age children. Topics include principles of development, environmental planning, and positive guidance techniques. Upon completion, students should be able to discuss developmental principles for children five to twelve years of age and plan and implement age-appropriate activities.



**EDU 252 Math & Science Activities 3 0 3**

This course introduces discovery experiences in math and science. Topics include concepts, facts, phenomena, and skills in each area. Upon completion, students should be able to identify, plan, select materials and equipment, and implement and evaluate developmentally appropriate curriculum materials.

**EDU 253 Music for Children 1 2 2**

This course covers theory, methods, and integration of music into a total early childhood experience. Topics include music theory, musical instruments, song design, and performance on the keyboard and autoharp. Upon completion, students should be able to play and sing a song and integrate musical skills into the curriculum.

**EDU 259 Curriculum Planning 3 0 3**

Prerequisites: EDU 112 or EDU 119 or EDU 113

This course covers early childhood curriculum planning. Topics include philosophy, curriculum, indoor and outdoor environmental design, scheduling, observation and assessment, and instructional planning and evaluation. Upon completion, students should be able to assess children and curriculum; plan for daily, weekly, and long-range instruction; and design environments with appropriate equipment and supplies.

**EDU 261 Early Childhood Administration I 2 0 2**

This course covers the policies, procedures, and responsibilities for the management of early childhood education programs. Topics include implementation of goals, principles of supervision, budgeting and financial management, and meeting the standards for a NC Child Day Care license. Upon completion, students should be able to develop program goals, explain licensing standards, determine budgeting needs, and describe effective methods of personnel supervision.

**EDU 262 Early Childhood Administration II 3 0 3**

Prerequisites: EDU 261

This course provides a foundation for budgetary, financial, and personnel management of the child care center. Topics include budgeting, financial management, marketing, hiring, supervision, and professional development of a child care center. Upon completion, students should be able to formulate marketing, financial management, and fund development plans and develop personnel policies, including supervision and staff development plans.

**EDU 275 Effective Teacher Training 2 0 2**

This course provides specialized training using an experienced-based approach to learning. Topics include instructional preparation and presentation, student interaction, time management, learning expectations, evaluation, and curriculum principles and planning. Upon completion, students should be able to prepare and present a six-step lesson plan and demonstrate ways to improve students' time-on-task.

**EDU 282 Early Childhood Literature 3 0 3**

This course covers the history, selection, and integration of literature and language in the early childhood curriculum. Topics include the history and selection of developmentally appropriate children's literature and the use of books and other media to enhance language and literacy in the classroom. Upon completion, students should be able to select appropriate books for storytelling, reading aloud, puppetry, flannel board use, and other techniques.

**EDU 285 Internship Exp-School Age 1 0 1**

Prerequisites: ENG 111

Corequisites: COE 122 or COE 121

This course provides an opportunity to discuss internship experiences with peers and faculty. Emphasis is placed on evaluating and integrating practicum experiences. Upon completion, students should be able to demonstrate competence in early childhood education.

**EDU 293 Special Topics 3 0 3**

This course provides an opportunity to explore areas of current interest. Emphasis is placed on subject matter appropriate to the program or discipline. Upon completion, students should be able to demonstrate an understanding of the specific area of study. Students will prepare a project, perform a survey with analysis, and perform shadowing to integrate the skill and knowledge developed in the Early Childhood curriculum.

**ELC 112 DC/AC Electricity 3 6 5**

This course introduces the fundamental concepts of and computations related to DC/AC electricity. Emphasis is placed on DC/AC circuits, components, operation of test equipment; and other related topics. Upon completion, students should be able to construct, verify, and analyze simple DC/AC circuits.

**ELC 113 Basic Wiring I 2 6 4**

This course introduces the care/usage of tools and materials used in electrical installations and the requirements of the National Electrical Code. Topics include NEC, electrical safety, and electrical blueprint reading; planning, layout; and installation of electrical distribution equipment; lighting; overcurrent protection; conductors; branch circuits; and conduits. Upon completion, students should be able to properly install conduits, wiring, and electrical distribution equipment associated with basic electrical installations.

**ELC 114 Basic Wiring II 2 6 4**

Prerequisites: ELC 113

This course provides additional instruction in the application of electrical tools, materials, and test equipment associated with electrical installations. Topics include the NEC; safety; electrical blueprints; planning, layout, and installation of equipment and conduits; and wiring devices such as panels and overcurrent devices. Upon completion, students should be able to properly install equipment and conduit associated with electrical installations.



**ELC 115 Industrial Wiring** 2 6 4  
 Prerequisites: ELC 113  
 This course covers layout, planning, and installation of wiring systems in industrial facilities. Emphasis is placed on industrial wiring methods and materials. Upon completion, students should be able to install industrial systems and equipment.

**ELC 117 Motors and Controls** 2 6 4  
 Prerequisites: ELC 112  
 This course introduces the fundamental concepts of motors and motor controls. Topics include ladder diagrams, pilot devices, contactors, motor starters, motors, and other control devices. Upon completion, students should be able to properly select, connect, and troubleshoot motors and control circuits.

**ELC 118 National Electrical Code** 1 2 2  
 This course covers the use of the current National Electrical Code. Topics include the NEC history, wiring methods, overcurrent protection, materials, and other related topics. Upon completion, students should be able to effectively use the NEC.

**ELC 121 Electrical Estimating** 1 2 2  
 Prerequisites: ELC 113  
 This course covers the principles involved in estimating electrical projects. Topics include take-offs of materials and equipment, labor, overhead, and profit. Upon completion, students should be able to estimate simple electrical projects.

**ELC 126 Electrical Computations** 2 2 3  
 This course introduces the fundamental applications of mathematics which are used by an electrical/electronics technician. Topics include whole numbers, fractions, decimals, powers, roots, simple electrical formulas, and usage of a scientific calculator. Upon completion, students should be able to solve simple electrical mathematical problems.

**ELC 128 Introduction to PLC** 2 3 3  
 This course introduces the programmable logic controller (PLC) and its associated applications. Topics include ladder logic diagrams, input/output modules, power supplies, surge protection, selection/installation of controllers, and interfacing of controllers with equipment. Upon completion, students should be able to install PLCs and create simple programs.

**ELN 131 Electronic Devices** 3 3 4  
 Corequisites: ELC 112  
 This course includes semiconductor-based devices such as diodes, bipolar transistors, FETs, thyristors, and related components. Emphasis is placed on analysis, selection, biasing, and applications in power supplies, small signal amplifiers, and switching and control circuits. Upon

completion, students should be able to construct, analyze, verify, and troubleshoot discrete component circuits using appropriate techniques and test equipment.

**ELN 132 Linear IC Applications** 3 3 4  
 Prerequisites: ELN 131  
 This course introduces the characteristics and applications of linear integrated circuits. Topics include op-amp circuits, differential amplifiers, instrumentation amplifiers, waveform generators, active filters, PLLs, and IC voltage regulators. Upon completion, students should be able to construct, analyze, verify, and troubleshoot linear integrated circuits using appropriate techniques and test equipment.

**ELN 133 Digital Electronics** 3 3 4  
 This course covers combinational and sequential logic circuits. Topics include number systems, Boolean algebra, logic families, MSI and LSI circuits, AC/DC converters, and other related topics. Upon completion, students should be able to construct, analyze, verify, and troubleshoot digital circuits using appropriate techniques and test equipment.

**ELN 231 Industrial Controls** 2 3 3  
 Prerequisites: ELC 112  
 This course introduces the fundamental concepts of solid-state control of rotating machinery and associated peripheral devices. Topics include rotating machine theory, ladder logic, electromechanical and solid state relays, motor controls, pilot devices, three-phase power systems, and other related topics. Upon completion, students should be able to interpret ladder diagrams and demonstrate an understanding of electromechanical and electronic control of rotating machinery.

**ELN 232 Introduction to Microprocessors** 3 3 4  
 Prerequisites: ELN 133  
 This course introduces microprocessor architecture and microcomputer systems including memory and input/output interfacing. Topics include assembly language programming, bus architecture, bus cycle types, I/O systems, memory systems, interrupts, and other related topics. Upon completion, students should be able to interpret, analyze, verify, and troubleshoot fundamental microprocessor circuits and programs using appropriate techniques and test equipment.

**ELN 275 Troubleshooting** 1 2 2  
 Corequisites: ELN 133  
 This course covers techniques of analyzing and repairing failures in electronic equipment. Topics include safety, signal tracing, use of service manuals, and specific troubleshooting methods for analog, digital, and other electronics-based circuits and systems. Upon completion, students should be able to logically diagnose and isolate faults and perform necessary repairs to meet manufacturers' specifications.



**EMS 110 EMT-Basic 4 6 6**

This course introduces basic emergency medical care. Topics include preparatory, airway, patient assessment, medical emergencies, trauma, infants and children, and operations. Upon completion, students should be able to demonstrate the skills necessary to achieve North Carolina State or National Registry EMT-Basic certification.

**EMS 111 Prehospital Environment 2 2 3**

This course introduces the prehospital care environment and is required for all levels of EMT certification. Topics include roles, responsibilities, laws, ethics, communicable diseases, hazardous materials recognition, therapeutic communications, EMS systems, and defense tactics. Upon completion, students should be able to demonstrate competence in rules and regulations governing prehospital care and personal protection.

**EMS 120 Intermediate Interventions 2 3 3**

Prerequisites: EMS 110 and EMS 111

Corequisites: EMS 121 and EMS 130 and EMS 131

This course is designed to provide the necessary information for interventions appropriate to the EMT-Intermediate and is required for intermediate certification. Topics include automated external defibrillation, basic cardiac electrophysiology, intravenous therapy, venipuncture, acid-base balance, and fluids and electrolytes. Upon completion, students should be able to properly establish an IV line, obtain venous blood, utilize AEDs, and correctly interpret arterial blood gases.

**EMS 121 EMS Clinical Practicum I 0 6 2**

Prerequisites: EMS 110 and EMS 111

Corequisites: EMS 120 and EMS 130 and EMS 131

This course is the initial hospital and field internship and is required for intermediate and paramedic certification. Emphasis is placed on intermediate-level care. Upon completion, students should be able to demonstrate competence with intermediate-level skills.

**EMS 130 Pharmacology I for EMS 1 3 2**

Prerequisites: EMS 110

Corequisites: EMS 120 and EMS 131

This course introduces the fundamental principles of pharmacology and medication administration and is required for intermediate and paramedic certification. Topics include terminology, pharmacokinetics, pharmacodynamics, weights, measures, drug calculations, legislation, and administration routes. Upon completion, students should be able to accurately calculate drug dosages, properly administer medications, and demonstrate general knowledge of pharmacology.

**EMS 131 Adv Airway Management 1 2 2**

Prerequisites: EMS 110

Corequisites: EMS 120 and EMS 130

This course is designed to provide advanced airway management techniques and is required for intermediate and paramedic certification. Topics include respiratory

anatomy and physiology, airway, ventilation, adjuncts, surgical intervention, and rapid sequence intubation. Upon completion, students should be able to properly utilize all airway adjuncts and pharmacology associated with airway control and maintenance.

**EMS 140 Rescue Scene Management 1 6 3**

This course introduces rescue scene management and is required for paramedic certification. Topics include response to hazardous material conditions, medical incident command, and extrication of patients from a variety of situations. Upon completion, students should be able to recognize and manage rescue operations based upon initial and follow-up scene assessment.

**EMS 150 Emerg Vehicles & EMS Comm 1 3 2**

This course examines the principles governing emergency vehicles, maintenance of emergency vehicles, and EMS communication equipment and is required for paramedic certification. Topics include applicable motor vehicle laws affecting emergency vehicle operation, defensive driving, collision avoidance techniques, communication systems, and information management systems. Upon completion, students should have a basic knowledge of emergency vehicles, maintenance, and communication needs.

**EMS 210 Adv. Patient Assessment 1 3 2**

Prerequisites: EMS120 and EMS130 and EMS131 and EMS121

This course covers advanced patient assessment techniques and is required for paramedic certification. Topics include initial assessment, medical-trauma history, field impression, complete physical exam process, on-going assessment, and documentation skills. Upon completion, students should be able to utilize basic communication skills and record and report collected patient data.

**EMS 220 Cardiology 2 6 4**

Prerequisites: EMS 120 and EMS 130 and EMS 131

This course provides an in-depth study of cardiovascular emergencies and is required for paramedic certification. Topics include anatomy and physiology, pathophysiology, rhythm interpretation, cardiac pharmacology, and patient treatment. Upon completion, students should be able to certify at the Advanced Cardiac Life Support Provider level utilizing American Heart Association guidelines.

**EMS 221 EMS Clinical Practicum II 0 9 3**

Prerequisites: EMS 121

This course is a continuation of the hospital and field internship required for paramedic certification. Emphasis is placed on advanced-level care. Upon completion, students should be able to demonstrate continued progress in advanced-level patient care.

**EMS 231 EMS Clinical Pract III****0 9 3**

Prerequisites: EMS 221

This course is a continuation of the hospital and field internship required for paramedic certification. Emphasis is placed on advanced-level care. Upon completion, students should be able to demonstrate continued progress in advanced-level patient care.

**EMS 235 EMS Management****2 0 2**

This course stresses the principles of managing a modern emergency medical service system. Topics include structure and function of municipal governments, EMS grantsmanship, finance, regulatory agencies, system management, legal issues, and other topics relevant to the EMS manager. Upon completion, students should be able to understand the principles of managing emergency medical service delivery systems.

**EMS 240 Special Needs Patients****1 3 2**

Prerequisites: EMS 120 and EMS 121 and EMS 130 and EMS 131

This course includes concepts of crisis intervention and techniques of dealing with special needs patients and is required for paramedic certification. Topics include behavioral emergencies, abuse, assault, challenged patients, personal well-being, home care, and psychotherapeutic pharmacology. Upon completion, students should be able to recognize and manage frequently encountered special needs patients.

**EMS 241 EMS Clinical Practicum IV****0 9 3**

Prerequisites: EMS 231

This course is a continuation of the hospital and field internship required for paramedic certification. Emphasis is placed on advanced-level care. Upon completion, students should be able to provide advanced-level patient care as an entry-level paramedic.

**EMS 250 Adv. Medical Emergencies****2 3 3**

Prerequisites: EMS 120 and EMS 130 and EMS 131 and EMS 121

This course provides an in-depth study of medical conditions frequently encountered in the prehospital setting and is required for paramedic certification. Topics include pulmonology, neurology, endocrinology, anaphylaxis, gastroenterology, toxicology, and environmental emergencies integrating case presentation and emphasizing pharmacotherapeutics. Upon completion, students should be able to recognize and manage frequently encountered medical conditions based upon initial patient impression.

**EMS 260 Advanced Trauma Emergencies****1 3 2**

Prerequisites: EMS 120 and EMS 130 and EMS 131 and EMS 121

This course provides in-depth study of trauma including pharmacological interventions for conditions frequently encountered in the prehospital setting and is required for

paramedic certification. Topics include hemorrhage control, shock, burns, and trauma to head, spine, soft tissue, thoracic, abdominal, and musculoskeletal areas with case presentations utilized for special for special problem situations. Upon completion, students should be able to recognize and manage trauma situations based upon patient impressions and should meet requirements of BTLS or PHTLS courses.

**EMS 270 Life Span Emergencies****2 2 3**

Prerequisites: EMS 120 and EMS 130 and EMS 131

This course, required for paramedic certification, covers medical/ethical/legal issues and the spectrum of age-specific emergencies from conception through death. Topics include gynecological, obstetrical, neonatal, pediatric, and geriatric emergencies and pharmacological therapeutics. Upon completion, students should be able to recognize and treat age-specific emergencies and certify at the Pediatric Advanced Life Support Provider level.

**EMS 285 EMS Capstone****1 3 2**

Prerequisites: EMS 220 and EMS 250 and EMS 260

This course provides an opportunity to demonstrate problem-solving skills as a team leader in simulated patient scenarios and is required for paramedic certification. Emphasis is placed on critical thinking, integration of didactic and psychomotor skills, and effective performance in simulated emergency situations. Upon completion, students should be able to recognize and appropriately respond to a variety of EMS-related events.

**ENG 080 Writing Foundations****3 2 4**

Prerequisites: CPT placement score of 36-69 on English  
This course introduces the writing process and stresses effective sentences. Emphasis is placed on applying the conventions of written English, reflecting standard usage and mechanics in structuring a variety of sentences. Upon completion, students should be able to write correct sentences and a unified, coherent paragraph.

**ENG 085 Reading & Writing Foundations****5 0 5**

Prerequisites: CPT score of 60-69 on both the reading and English sections or placement by Developmental Instructor

Corequisite: ENG 085A

This course uses whole language to develop proficiency in reading and writing for college. Emphasis is placed on applying analytical and critical reading skills to a variety of texts and on introducing the writing process. Upon completion, students should be able to recognize and use various patterns of text organization and compose effective paragraphs. *This course integrates ENG 080 and RED 080. This course does not satisfy the developmental reading and writing prerequisites for ENG 111 or ENG 111A.*



**ENG 085A Reading & Writing Foundations Lab 0 2 1**

Corequisites: ENG 085

This laboratory provides the opportunity to practice the skills introduced in ENG 085. Emphasis is placed on practical skills for applying analytical and critical reading skills to a variety of texts and on the writing process. Upon completion, students should be able to apply those skills in the production of effective paragraphs.

**ENG 090 Composition Strategies 3 0 3**

Prerequisites: ENG 080 or ENG 085

This course provides practice in the writing process and stresses effective paragraphs. Emphasis is placed on learning and applying the conventions of standard written English in developing paragraphs within the essay. Upon completion, students should be able to compose a variety of paragraphs and a unified, coherent essay.

**ENG 095 Reading & Composition Strategies 5 0 5**

Prerequisites: ENG 080 and RED 080, or ENG 085

This course uses whole language to strengthen proficiency in reading and writing for college. Emphasis is placed on applying critical reading skills to narrative and expository texts and on using the writing process. Upon completion, students should be able to comprehend, analyze, and evaluate college texts and to compose essays in preparation for college writing.

**ENG 101 Applied Communications I 3 0 3**

This course is designed to enhance reading and writing skills for the workplace. Emphasis is placed on technical reading, job-related vocabulary, sentence writing, punctuation, and spelling. Upon completion, students should be able to identify main ideas with supporting details and produce mechanically correct short writings appropriate to the workplace. *This is a diploma-level course.*

**ENG 111 Expository Writing 3 0 3**

Prerequisites: ENG 090 and RED 090; or ENG 095

This course is the required first course in a series of two designed to develop the ability to produce clear expository prose. Emphasis is placed on the writing process including audience analysis, topic selection, thesis support and development, editing, and revision. Upon completion, students should be able to produce unified, coherent, well-developed essays using standard written English.

**ENG 113 Literature-Based Research 3 0 3**

Prerequisites: ENG 111

This course, the second in a series of two, expands the concepts developed in ENG 111 by focusing on writing that involves literature-based research and documentation. Emphasis is placed on critical reading and thinking and the analysis and interpretation of prose, poetry, and drama: plot, characterization, theme, cultural context, etc. Upon completion, students should be able to construct mechanically-sound, documented essays and research papers that analyze and respond to literary works.

**ENG 233 Major American Writers 3 0 3**

Prerequisites: ENG 113

This course provides an intensive study of the works of several major American authors. Emphasis is placed on American history, culture, and the literary merits of these works. Upon completion, students should be able to interpret, analyze, and evaluate the works studied.

**ENG 243 Major British Writers 3 0 3**

Prerequisites: ENG 113

This course provides an intensive study of the works of several major British authors. Emphasis is placed on British history, culture, and the literary merits of these works. Upon completion, students should be able to interpret, analyze, and evaluate the works studied.

**ENG 273 African-American Literature 3 0 3**

Prerequisites: ENG 113

This course provides a survey of the development of African-American literature from its beginnings to the present. Emphasis is placed on historical and cultural context, themes, literary traditions, and backgrounds of the authors. Upon completion, students should be able to interpret, analyze, and respond to selected texts.

**FST 100 Intro. to Foodservice Industry 1 0 1**

This course is designed to develop an understanding of the foodservice industry and its career paths. Emphasis is placed on employability skills and attitudes relating to career goals. Upon completion, students should be able to identify job opportunities, job requirements, and career paths in the foodservice industry. *This course is restricted to the Foodservice Technology program and is approvable for offering only at designated Department of Correction facilities.*

**FST 101 Introduction to Baking 1 4 3**

This course introduces fundamental concepts, skills, and techniques in quantity baking. Topics include yeast and quick breads, cookies, cakes, and other baked goods. Upon completion, students should be able to prepare and evaluate baked products. *This course is restricted to the Foodservice Technology program and is approvable for offering only at designated Department of Confection facilities.*

**FST 102 Basic Foodservice Skills 3 8 7**  
 This course introduces the concepts, skills, and techniques for volume food production in an institutional setting. Emphasis is placed on development of skills in knife, tool, and equipment handling and applying principles of food preparation to produce varieties of food products. Upon completion, students should be able to demonstrate entry-level skills in a quantity foodservice operation. *This course is restricted to the Foodservice Technology program and is approvable for offering only at designated Department of Correction facilities.*

**FST 103 Safety and Sanitation 2 2 3**  
 This course provides practical experience with the basic principles of safety and sanitation in the foodservice industry. Emphasis is placed on personal hygiene habits, safety regulations, and food handling practices (H.A.C.C.P.) that protect the health of the consumer. Upon completion, students should be able to demonstrate appropriate safety and sanitation practices required in the foodservice industry. *This course is restricted to the Foodservice Technology program and is approvable for offering only at designated Department of Correction facilities.*

**FST 104 Foodservice Equipment 1 2 2**  
 This course provides instruction in identification, effective use, and care of foodservice equipment. Emphasis is placed on operation, maintenance, and application of standard institutional equipment. Upon completion, students should be able to demonstrate safe and efficient use of standard institutional kitchen equipment. *This course is restricted to the Foodservice Technology program and is approvable for offering only at designated Department of Correction facilities.*

**FST 105 Menu Planning 4 2 5**  
 This course introduces the principles and functions of menu management for general and special populations. Emphasis is placed on building menus with regard to nutritional considerations and dietary needs. Upon completion, students should be able to develop and prepare menus to be used in a variety of dining settings. *This course is restricted to the Foodservice Technology program and is approvable for offering only at designated Department of Correction facilities.*

**FST 106 Advanced Foodservice Skills 2 6 5**  
 This course is designed to increase the student's level of proficiency in theory and application of foodservice skills in commercial kitchens. Emphasis is placed on the preparation and presentation of hot and cold foods. Upon completion, students should be able to plan, execute, and successfully serve entrees with complementary side items. *This course is restricted to the Foodservice Technology program and is approvable for offering only at designated Department of Correction facilities.*

**FST 107 Advanced Baking 1 4 3**  
 This course provides advanced skills and techniques for preparing baked goods. Emphasis is placed on specialty breads, classical desserts, pastries, and decorative finishing. Upon completion, students should be able to produce and plate a variety of quality baked items. *This course is restricted to the Foodservice Technology program and is approvable for offering only at designated Department of Correction facilities.*

**FST 108 Cost Control 2 2 3**  
 This course covers the control of primary costs in foodservice establishments. Topics include purchasing, receiving, storing, issuing, production, revenue, inventory control with emphasis on foodservice software. Upon completion, students should be able to apply the necessary knowledge and skills required to manage primary costs for a foodservice establishment. *This course is restricted to the Foodservice Technology program and is approvable for offering only at designated Department of Correction facilities.*

**GEO 111 World Regional Geography 3 0 3**  
 Prerequisite: RED 090, ENG 090  
 This course introduces the regional concept which emphasizes the spatial association of people and their environment. Emphasis is placed on the physical, cultural, and economic systems that interact to produce the distinct regions of the earth. Upon completion, students should be able to describe variations in physical and cultural features of a region and demonstrate an understanding of their functional relationships.

**GEO 130 General Physical Geography 3 0 3**  
 Prerequisite: RED 090, ENG 090  
 This course introduces both the basic physical components that help shape the earth and the study of minerals, rocks, and evolution of landforms. Emphasis is placed on the geographic grid, cartography, weather, climate, mineral composition, fluvial processes, and erosion and deposition. Upon completion, students should be able to identify these components and processes and explain how they interact.

**GRA 151 Computer Graphics I 1 3 2**  
 This course introduces the use of hardware and software for production and design in graphic arts. Topics include graphical user interface and current industry uses such as design, layout, typography, illustration, and imaging for production. Upon completion, students should be able to understand and use the computer as a fundamental design and production tool.



**GRA 152 Computer Graphics II 1 3 2**

Prerequisites: GRA 151

This course covers advanced design and layout concepts utilizing illustration, page layout, and imaging software in graphic arts. Emphasis is placed on enhancing and developing the skills that were introduced in GRA 151. Upon completion, students should be able to select and utilize appropriate software for design and layout solutions.

**GRD 110 Typography I 2 2 3**

This course introduces the history and mechanics of type and its application to layout and design. Topics include typographic fundamentals, anatomy, measurements, composition, identification, and terminology. Upon completion, students should be able to demonstrate proficiency in design application, analysis, specification, and creation of typographic elements.

**GRD 113 History of Graphic Design 3 0 3**

This course covers the history of graphic design and visual communications. Topics include major trends, developments, influences, and directions. Upon completion, students should be able to understand, recognize, and analyze important historical and world-wide cultural influences found in today's marketing of ideas and products.

**GRD 117 Design Career Exploration 2 0 2**

This course covers opportunities in the graphic design field and employment requirements. Topics include evaluation of career choices, operations, structure of advertising and graphic design businesses, and related business issues. Upon completion, students should be able to demonstrate an understanding of the graphic design field and consider an appropriate personal direction of career specialization.

**GRD 121 Drawing Fundamentals I 1 3 2**

This course increases observation skills using basic drawing techniques and media in graphic design. Emphasis is placed on developing the use of graphic design principles, media applications, spatial considerations, drawing styles, and approaches. Upon completion, students should be able to show competence and proficiency in finished works.

**GRD 122 Drawing Fundamentals II 1 3 2**

Prerequisites: GRD 121

This course is a continuation of GRD 121. Emphasis is placed on applying a unique style/approach to drawing from life situations and may include rendering human figures in action and repose. Upon completion, students should be able to show drawing competence and proficiency.

**GRD 131 Illustration I 1 3 2**

Prerequisites: GRD 121

This course introduces the application of rendering techniques to create illustrations. Emphasis is placed on controlling various media, methods, surfaces, design problems, and the appropriate media selection process.

Upon completion, students should be able to produce quality illustrations from conception through finished artwork.

**GRD 132 Illustration II 1 3 2**

Prerequisites: GRD 131

This course is a continuation of GRD 131. Topics include editorial, product, fashion, and advertising illustrations. Upon completion, students should be able to demonstrate increased proficiency in creating quality illustrations from conceptualization through finished artwork.

**GRD 133 Illustration III 1 3 2**

Prerequisites: GRD 132

This course is designed to strengthen visual techniques and conceptual approaches to illustration. Emphasis is placed on advanced rendering techniques, requirements, and limitations. Upon completion, students should be able to create comprehensive illustrations that meet client/printer requirements.

**GRD 141 Graphic Design I 2 4 4**

This course introduces the conceptualization process used in visual problem solving. Emphasis is placed on learning the principles of design and on the manipulation and organization of elements. Upon completion, students should be able to apply design principles and visual elements to project

**GRD 142 Graphic Design II 2 4 4**

Prerequisites: GRD 141

This course covers the application of visual elements and design principles in advertising and graphic design. Topics include creation of various designs, such as logos, advertisements, posters, outdoor advertising, and publication design. Upon completion, students should be able to effectively apply design principles and visual elements to projects.

**GRD 160 Photo Fundamentals I 1 4 3**

This course introduces basic camera operations, roll film processing, and photographic print production. Topics include contrast, depth-of-field, subject composition, enlarger operation, and density control. Upon completion, students should be able to produce photographic prints with acceptable density values and quality.

**GRD 210 Airbrush I 1 2 2**

This course covers the mechanics of airbrushing. Topics include care and maintenance of equipment, spraying techniques and surfaces, and selection of materials. Upon completion, students should be able to produce work demonstrating competent use of an airbrush.

## GRD 231 Marker Illustration 1 3 2

Prerequisites: GRD 121

This course covers marker illustration. Emphasis is placed on various marker types, techniques, and surfaces used in marker illustration. Upon completion, students should be able to demonstrate competence in the use of markers as a medium for commercial illustration.

GRD 232	Fashion Illustration	1	3	2
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Prerequisites: GRD 131

This course is a study of the current fashion figure. Emphasis is placed on form and movement combined with colors, patterns, fabrics, textures, and styles to create exciting illustrations. Upon completion, students should be able to illustrate fashion figures and accessories using various media.

GRD 233	Product Illustration	1	3	2
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Prerequisites: GRD 131 or GRA 152

This course covers the rendering and illustration of products for commercial purposes. Topics include viewpoint, styles, media, and subjects such as household, industrial, hardware, and sporting goods. Upon completion, students should be able to illustrate products using traditional line, continuous-tone, and digital media.

<b>GRD 241</b>	<b>Graphic Design III</b>	<b>2</b>	<b>4</b>	<b>4</b>
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Prerequisites: GRD 142

This course is an advanced exploration of various techniques and media for advertising and graphic design. Emphasis is placed on advanced concepts and solutions to complex and challenging graphic design problems. Upon completion, students should be able to demonstrate competence and professionalism in visual problem solving.

<b>GRD 242</b>	<b>Graphic Design IV</b>	<b>2</b>	<b>4</b>	<b>4</b>
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Prerequisites: GRD 241

This course is a continuation of GRD 241. Emphasis is placed on using advanced media techniques, concepts, strategies, and professionalism in all aspects of design. Upon completion, students should be able to conceptualize, create, and produce designs for reproduction.

<b>GRD 243</b>	<b>Graphic Design V</b>	<b>2</b>	<b>4</b>	<b>4</b>
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Prerequisites: GRD 242

This course covers artist/client relationships in advanced design processes. Emphasis is placed on analyzing the limitations and potential of communication media and strategies. Upon completion, students should be able to show mastery of media in producing designs to client specifications.

GRD 280	Portfolio Design	2	4	4
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Prerequisites: GRA 152

This course covers the organization and presentation of a design/advertising or graphic art portfolio and appropriate related materials. Emphasis is placed on development and evaluation of the portfolio, design and production of a résumé and self-promotional materials, and interview

techniques. Upon completion, students should be able to prepare and professionally present an effective portfolio and related self-promotional materials.

GRD 281	Design of Advertising	2	0	2
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This course explores the origins, roles, scope, forms, and development of advertising. Emphasis is placed on advertising development from idea through production and the interrelationship of marketing to types of advertising, media, and organizational structure. Upon completion, students should be able to demonstrate an understanding of the complexities and relationships involved in advertising design.

GRD 282	Advertising Copywriting	1	2	2
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Prerequisites: ENG 111

This course covers copywriting for print, electronic, and broadcast advertising and promotion. Topics include advertising strategies, proposals, headlines, slogans, and text copy for various types of advertising. Upon completion, students should be able to write and articulate advertising proposals and understand the ethical and regulatory environment for advertising.

GRD 285	Client/Media Relations	1	2	2
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Prerequisites: GRA 152

This course introduces media pricing, scheduling, and business ethics. Emphasis is placed on communication with clients and determination of clients' advertising needs. Upon completion, students should be able to use professional communication skills to effectively orchestrate client/media relationships.

<b>HIS 111</b>	<b>World Civilizations I</b>	<b>3 0 3</b>
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Corequisites: ENG 111

This course introduces world history from the dawn of civilization to the early modern era. Topics include Eurasian, African, American, and Greco-Roman civilizations and Christian, Islamic and Byzantine cultures. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in pre-modern world civilizations.

<b>HIS 112</b>	<b>World Civilizations II</b>	<b>3 0 3</b>
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Corequisites: ENG 111

This course introduces world history from the early modern era to the present. Topics include the cultures of Africa, Europe, India, China, Japan, and the Americas. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in modern world civilizations.

<b>HIS 131</b>	<b>American History I</b>	<b>3 0 3</b>
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Corequisites: ENG 111

This course is a survey of American history from pre-history through the Civil War era. Topics include the migrations to the Americas, the colonial and revolutionary periods, the development of the Republic, and the Civil War. Upon



completion, students should be able to analyze significant political, socioeconomic, and cultural developments in early American history.

**HIS 132 American History II 3 0 3**

Corequisites: ENG 111

This course is a survey of American history from the Civil War era to the present. Topics include industrialization, immigration, the Great Depression, the major American wars, the Cold War, and social conflict. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in American history since the Civil War.

**HIS 221 African-American History 3 0 3**

This course covers African-American history from the Colonial period to the present. Topics include African origins, the slave trade, the Civil War, Reconstruction, the Jim Crow era, the civil rights movement, and contributions of African Americans. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in the history of African Americans. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

**HIS 236 North Carolina History 3 0 3**

This course is a study of geographical, political, economic, and social conditions existing in North Carolina from America's discovery to the present. Topics include native and immigrant backgrounds; colonial, antebellum, and Reconstruction periods; party politics; race relations; and the transition from an agrarian to an industrial economy. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in North Carolina. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

**HIT 110 Health Information Orientation 2 0 2**

Prerequisite: Enrollment in the Health Information Technology program

This course introduces health information management and its role in health care delivery systems. Emphasis is placed on the role and responsibilities of health information professionals in a variety of settings. Upon completion, students should be able to demonstrate an understanding of health information management and health care organizations, professions, and trends.

**HIT 112 Health Law & Ethics 3 0 3**

Prerequisite: Enrollment in the Health Information Technology program

This course covers the impact of legal issues on health information management and provides an overview of the judicial system and legislative process. Topics include confidentiality, release of information, record retention, authentication, informed consent, subpoenaed information,

security of computerized health information, liability, and legislative trends. Upon completion, students should be able to respond appropriately to requests for health information.

**HIT 114 Record Systems/Standards 2 3 3**

Prerequisite: Enrollment in the Health Information Technology program

This course covers basic concepts and techniques for managing and maintaining health record systems. Topics include health record content, qualitative analysis, format, record control, storage, retention, forms design/control, indices and registers, and numbering and filing systems. Upon completion, students should be able to demonstrate an understanding of health record systems, including their maintenance and control.

**HIT 122 Directed Practice I 0 3 1**

Prerequisite: Enrollment in the Health Information Technology program

This course provides supervised clinical experience in health care settings. Emphasis is placed on practical application of curriculum concepts to the health care setting. Upon completion, students should be able to apply health information theory to health care facility practices.

**HIT 210 Health Care Statistics 3 2 4**

Prerequisite: MAT 110 or MAT 140

This course covers maintenance, compilation, analysis, and presentation of health care statistics. Topics include basic statistical principles, morbidity and mortality, commonly computed hospital rates, uniform reporting requirements, and selection and construction of data displays. Upon completion, students should be able to calculate morbidity, mortality, and commonly computed hospital rates; comply with inform reporting requirements; and analyze/present statistical data.

**HIT 212 Coding/Classification I 3 3 4**

Prerequisite: Enrollment in Health Information Technology program

This course is the first of a two-course sequence which provides a foundation in coding and classification systems in a variety of health care settings. Emphasis is placed on ICD-9-CM coding conventions, rules, methodology and sequencing, data sets, documentation requirements, information indexing and retrieval, quality control, and coding resources. Upon completion, students should be able to apply coding principles to correctly assign ICD-9-CM.

**HIT 214 Coding/Classification II 3 3 4**

Prerequisite: HIT 212

This course is the second of a two-course sequence which continues the study of coding and classification systems in a variety of health care settings. Topics include classification and coding systems emphasizing ICD-9-CM, HCPCS/CPT-4, reimbursement/billing systems, encoders/groupers, case



mix management, and coding's relationship in to managed care. Upon completion, students should be able to apply coding principles to correctly assign ICD-9-CM and HCPCS/CPT-4 codes and apply systems to optimize reimbursement.

### **HIT 216 Quality Management 2 2 3**

Prerequisite: Enrollment in Health Information Technology program

This course introduces principles of quality improvement, utilization management, and risk management in health care. Topics include the continuous quality improvement philosophy, including tools, data analysis/application, and related committee functions; utilization management and risk management; and credentialing, accreditation and regulation. Upon completion, students should be able to apply performance improvement techniques, analyze/display data, apply level of care criteria, and participate in risk management activities.

### **HIT 218 Management 3 0 3**

This course covers management and supervision principles as applied to health care settings. Emphasis is placed on problem-solving and communication skills related to planning, organization, directing, controlling, and budgeting. Upon completion, students should be able to apply management and supervision principles to health care settings.

### **HIT 220 Computers in Health Care 1 2 2**

Prerequisite: CIS 110 or CIS 111

This course covers basic computer system architecture, file structure, and design for health care settings. Topics include system analysis, design, security, and selection for a variety of hardware environments. Upon completion, students should be able to design, implement, evaluate, and maintain automated information systems in health care.

### **HIT 222 Directed Practice III 0 6 2**

Prerequisite: Enrollment in the Health Information Technology program

This course provides supervised clinical experience in health care settings. Emphasis is placed on practical application of curriculum concepts to the health care setting. Upon completion, students should be able to apply health information theory to health care facility practices.

### **HIT 226 Principles of Disease 3 0 3**

Prerequisite: BIO 166

This course covers disease etiology and organ system involvement, including physical signs and symptoms, prognoses, and common complications and their management. Topics include basic microbiology, basic pharmacology, and principles of disease. Upon completion, students should be able to relate disease processes to etiology, physical signs and symptoms, prognosis, and common complications and their management.

### **HIT 280 Professional Issues 2 0 2**

Prerequisite: HIT 212

Corequisite: HIT 214

This course provides a comprehensive discussion of topics common to the health information profession. Emphasis is placed on application of professional competencies, job search tools, and preparation for the certification examination. Upon completion, students should be able to demonstrate competence in entry-level domains, tasks, and subtasks for health information technologies.

### **HIT 293 Selected Topics in HIT 1 6 3**

Prerequisite: Enrollment in the HIT program

This course provides an opportunity to explore areas of current interest. Emphasis is placed on subject matter appropriate to the program or discipline. Upon completion, students should be able to demonstrate an understanding of the specific area of study. Students will prepare a project, perform a survey with analysis, and perform shadowing to integrate the skill and knowledge developed in the Health Information Technology curriculum.

### **HRM 110 Introduction to Hospitality 2 0 2**

This course covers the growth and progress of the hospitality industry. Topics include financing, hotels, restaurants, and clubs. Upon completion, students should be able to demonstrate an understanding of the background, context, and career opportunities that exist in the hospitality industry.

### **HSE 110 Introduction to Human Services 2 2 3**

This course introduces the human services field, including the history, agencies, roles, and careers. Topics include personal/professional characteristics, diverse populations, community resources, disciplines in the field, systems, ethical standards, and major theoretical and treatment approaches. Upon completion, students should be able to identify the knowledge, skills, and roles of the human services worker.

### **HSE 112 Group Process I 1 2 2**

Prerequisite: Enrollment in the HSE program

This course introduces interpersonal concepts and group dynamics. Emphasis is placed on self-awareness facilitated by experiential learning in small groups with analysis of personal experiences and the behavior of others. Upon completion, students should be able to show competence in identifying and explaining how people are influenced by their interactions in group settings.

### **HSE 123 Interviewing Techniques 2 2 3**

This course covers the purpose, structure, focus, and techniques employed in effective interviewing. Emphasis is placed on observing, attending, listening, responding, recording, and summarizing of personal histories with instructor supervision. Upon completion, students should be able to perform the basic interviewing skills needed to function in the helping relationship.



<b>HSE 125</b>	<b>Counseling</b>	<b>2 2 3</b>
Prerequisite: PSY 150		
This course covers the major approaches to psychotherapy and counseling, including theory, characteristics, and techniques. Emphasis is placed on facilitation of self-exploration, problem solving, decision making, and personal growth. Upon completion, students should be able to understand various theories of counseling and demonstrate counseling techniques.		
<b>HSE 210</b>	<b>Human Services Issues</b>	<b>2 0 2</b>
Prerequisite: Successful completion of 12 SHC in the HSE program		
This course covers current issues and trends in the field of human services. Emphasis is placed on contemporary topics with relevance to special issues in a multi-faceted field. Upon completion, students should be able to integrate the knowledge, skills, and experiences gained in classroom and clinical experiences with emerging trends in the field.		
<b>HSE 220</b>	<b>Case Management</b>	<b>2 2 3</b>
Prerequisite: HSE 110		
This course covers the variety of tasks associated with professional case management. Topics include treatment planning, needs assessment, referral procedures, and follow-up and integration of services. Upon completion, students should be able to effectively manage the care of the whole person from initial contact through termination of services.		
<b>HSE 225</b>	<b>Crisis Intervention</b>	<b>3 0 3</b>
This course introduces the basic theories and principles of crisis intervention. Emphasis is placed on identifying and demonstrating appropriate and differential techniques for intervening in various crisis situations. Upon completion, students should be able to assess crisis situations and respond appropriately.		
<b>HSE 227</b>	<b>Children &amp; Adolescents in Crisis</b>	<b>3 0 3</b>
This course covers the crises affecting children and adolescents in contemporary society. Emphasis is placed on abuse and neglect, suicide and murder, dysfunctional family living, poverty, and violence. Upon completion, students should be able to identify and discuss intervention strategies and available services for the major contemporary crises affecting children and adolescents.		
<b>HSE 251</b>	<b>Activities Therapy</b>	<b>2 2 3</b>
This course introduces skills and techniques used in recreation and leisure activities to enhance the lives of special populations. Emphasis is placed on music, art, and recreational therapy. Upon completion, students should be able to define, plan, and adapt recreational activities for selected groups and individuals.		
<b>HYD 110</b>	<b>Hydraulics/Pneumatics I</b>	<b>2 3 3</b>
This course introduces the basic components and functions of hydraulic and pneumatic systems. Topics include standard symbols, pumps, control valves, control		

assemblies, actuators, FRL, maintenance procedures, and switching and control devices. Upon completion, students should be able to understand the operation of a fluid power system, including design, application, and troubleshooting.		
<b>ISC 112</b>	<b>Industrial Safety</b>	<b>2 0 2</b>
This course introduces the principles of industrial safety. Emphasis is placed on industrial safety and OSHA and environmental regulations. Upon completion, students should be able to demonstrate knowledge of a safe working environment.		
<b>ISC 132</b>	<b>Manufacturing Quality Control</b>	<b>2 3 3</b>
This course introduces quality concepts and techniques used in industry. Topics include elementary statistics and probability, process control, process capability, and quality improvement tools. Upon completion, students should be able to demonstrate an understanding of the concepts and principles of quality and apply them to the work environment.		
<b>ISC 133</b>	<b>Man. Management Practices</b>	<b>2 0 2</b>
This course covers successful industrial organizations and management practices for improving quality and productivity. Topics include self-managed work teams, problem-solving skills, and production management techniques. Upon completion, students should be able to demonstrate an understanding of day-to-day plant operations, team management processes, and the principles of group dynamics.		
<b>ISC 135</b>	<b>Principles of Industrial Management</b>	<b>3 0 3</b>
This course covers the managerial principles and practices required for organizations to succeed in modern industry. Topics include the functions and roles of all levels of management, organization design, and planning and control of manufacturing operations. Upon completion, students should be able to demonstrate an understanding of management principles and integrate these principles into job situations.		
<b>ISC 136</b>	<b>Productivity Analysis I</b>	<b>2 3 3</b>
This course covers modern methods of improving productivity. Topics include traditional motion economy, methods analysis, time standards, process analysis, cycle time management, and human factors/ergonomics. Upon completion, students should be able to demonstrate an understanding of productivity concepts and apply productivity improvement techniques to work situations.		
<b>ISC 140</b>	<b>Material &amp; Capacity Plan</b>	<b>3 0 3</b>
This course covers materials requirements planning (MRP) and capacity requirements planning (CRP). Emphasis is placed on measuring the amount of work scheduled and determining the human, physical, and material resources necessary. Upon completion, students should be able to demonstrate an understanding of material and capacity requirements planning and be prepared for the APICS CPIM examination.		



<b>ISC 141</b>	<b>Prod Activity Control</b>	<b>3 0 3</b>
This course covers a broad base of production operations in a wide variety of production environments. Emphasis is placed on the principles, approaches, and techniques needed to schedule, control, measure, and evaluate the effectiveness of production operations. Upon completion, students should be able to demonstrate an understanding of production activity control and be prepared for the APICS CPIM examination.		
<b>ISC 142</b>	<b>Inventory Management</b>	<b>3 0 3</b>
Corequisite: ISC 140 This course covers the principles, concepts, and techniques of managing inventory. Emphasis is placed on determining what to order, quantities to order, when items are needed, when to order, and how and where to store. Upon completion, students should be able to demonstrate an understanding of the process of inventory management and be prepared for the APICS CPIM examination.		
<b>ISC 170</b>	<b>Problem-Solving Skills</b>	<b>3 0 3</b>
This course covers basic concepts of interpersonal and problem-solving skills. Topics include leadership development, constructive feedback, building relationships, and winning support from others. Upon completion, students should be able to use interpersonal skills effectively and lead others.		
<b>ISC 233</b>	<b>Industrial Org. &amp; Management</b>	<b>3 0 3</b>
Prerequisite: ISC 133 This course covers advanced organization and management philosophies for organization improvement. Emphasis is placed on understanding comprehensive organization improvement concepts such as reengineering, MBQA, ISO 9000, and teams. Upon completion, students should be able to demonstrate an understanding of organizations and assess their strengths and weaknesses.		
<b>ISC 293</b>	<b>Selected Topics in Ind. Man.</b>	<b>3 0 3</b>
Prerequisite: Enrollment in the Industrial Management program This course provides an opportunity to explore areas of current interest in specific program or discipline areas. Emphasis is placed on subject matter appropriate to the program or discipline. Upon completion, students should be able to demonstrate an understanding of the specific area of study.		
<b>LEX 110</b>	<b>Introduction to Paralegal Study</b>	<b>2 0 2</b>
This course introduces the paralegal profession and the legal system. Topics include regulations and concepts, ethics, case analysis, legal reasoning, career opportunities, certification, professional organizations, and other related topics. Upon completion, students should be able to explain the role of the paralegal and identify the skills, knowledge, and ethics required of legal assistants.		

<b>LEX 120</b>	<b>Legal Research/Writing I</b>	<b>2 2 3</b>
This course introduces the techniques of legal research and writing. Emphasis is placed on locating, analyzing, applying, and updating sources of law; effective legal writing, including proper citation; and the use of electronic research methods. Upon completion, students should be able to perform legal research and writing assignments using techniques covered in the course.		
<b>LEX 121</b>	<b>Legal Research/Writing II</b>	<b>2 2 3</b>
Prerequisites: LEX 120 This course covers advanced topics in legal research and writing. Topics include more complex legal issues and assignments involving preparation of legal memos, briefs, and other documents and the advanced use of electronic research methods. Upon completion, students should be able to perform legal research and writing assignments using techniques covered in the course.		
<b>LEX 130</b>	<b>Civil Injuries</b>	<b>3 0 3</b>
This course covers traditional tort concepts and the evolving body of individual rights created by statute. Topics include intentional and non-intentional torts with emphasis on negligence, strict liability, civil rights, workplace and environmental liability, remedies, and damages. Upon completion, students should be able to recognize, explain, and evaluate elements of civil injuries and related defenses.		
<b>LEX 140</b>	<b>Civil Litigation I</b>	<b>3 0 3</b>
This course introduces the structure of the legal system and the rules governing civil litigation. Topics include jurisdiction state and federal rules of civil procedure and evidence. Upon completion, students should be able to assist an attorney in pre-litigation matters and preparation of pleadings and motions.		
<b>LEX 141</b>	<b>Civil Litigation II</b>	<b>2 2 3</b>
Prerequisites: LEX 140 This course covers advanced topics in the civil litigation process. Topics include motions, discovery, and trial and appellate procedures. Upon completion, students should be able to assist an attorney in preparing and organizing documents for trial, settlement and post-trial practice.		
<b>LEX 150</b>	<b>Commercial Law</b>	<b>2 2 3</b>
This course covers legally enforceable agreements, forms of organization, and selected portions of the Uniform Commercial Code. Topics include drafting and enforcement of contracts, leases, and related documents and selection and implementation of business organization forms, sales, and commercial papers. Upon completion, students should be able to apply the elements of a contract, prepare various business documents, and understand the role of commercial paper.		



**LEX 160 Criminal Law & Procedure 2 2 3**  
This course introduces substantive criminal law and procedural rights of the accused. Topics include elements of state/federal crimes, defenses, constitutional issues, pre-trial and trial process, and other related topics. Upon completion, students should be able to explain elements of specific crimes and assist an attorney in preparing a criminal case.

**LEX 170 Administrative Law 2 0 2**  
This course covers the scope, authority, and regulatory operations of various federal, state, and local administrative agencies. Topics include social security, worker's compensation, unemployment, zoning, and other related topics. Upon completion, students should be able to research sources of administrative law, investigate, and assist in representation of clients before administrative agencies.

**LEX 180 Case Analysis & Reasoning 1 2 2**  
Corequisites: LEX 120  
This course covers the techniques of reading and applying legal opinions and the skills of case analysis. Emphasis is placed on the components of opinions and on types of legal writing. Upon completion, students should be able to read, analyze, and brief opinions and prepare legal memoranda, briefs, and other legal documents.

**LEX 210 Real Property I 3 0 3**  
This course introduces the study of real property law. Topics include the distinction between real and personal property, various estates, mechanics of conveyance and encumbrance, recordation, special proceedings, and other related topics. Upon completion, students should be able to identify estates, forms of deeds, requirements for recording, and procedures to enforce rights to real property.

**LEX 211 Real Property II 1 4 3**  
Prerequisites: LEX 210  
This course continues the study of real property law relating to title examination and preparation of closing documents. Topics include use of courthouse and other public records in title examination and preparation of documents required in real estate transactions and closings. Upon completion, students should be able to plot/draft a description, perform complete title examination, draft closing documents including title insurance forms, and prepare disbursement reconciliation.

**LEX 220 Corporate Law 2 0 2**  
This course covers the legal aspects of forming, operating, and maintaining a business. Emphasis is placed on the business corporation with additional coverage of sole proprietorships and partnerships. Upon completion, students should be able to draft basic partnership and corporate documents and file these documents as required.

**LEX 240 Family Law 3 0 3**  
This course covers laws governing domestic relations. Topics include marriage, separation, divorce, child custody, support, property division, adoption, domestic violence, and other related topics. Upon completion, students should be able to interview clients, gather information, and draft documents related to family law.

**LEX 250 Wills, Estates, & Trusts 2 2 3**  
This course covers various types of wills, trusts, probate, estate administration, and intestacy. Topics include types of wills and execution requirements, caveats and dissents, intestate succession, inventories and accountings, distribution and settlement, and other related topics. Upon completion, students should be able to draft simple wills, prepare estate forms, understand administration of estates including taxation, and explain terms regarding trusts.

**LEX 260 Bankruptcy & Collections 2 0 2**  
This course provides an overview of the laws of bankruptcy and the rights of creditors and debtors. Topics include bankruptcy procedures and estate management, attachment, claim and delivery, repossession, foreclosure, collection, garnishment, and post-judgment collection procedure. Upon completion, students should be able to prepare and file bankruptcy forms, collection letters, statutory liens, and collection of judgments.

**LEX 271 Law Office Writing 1 2 2**  
This course covers the basics of writing for the law office including the drafting of general correspondence, the briefing of cases, and the preparation of settlement brochures. Emphasis is placed on legal vocabulary in the context of letter writing, briefing judicial opinions, and the preparation of the settlement brochure. Upon completion, students should be able to draft letters to clients, opposing counsel, government entities, and insurance companies and prepare the settlement brochure.

**LEX 280 Ethics & Professionalism 2 0 2**  
This course reinforces legal ethics and the role of the paralegal in a professional work environment. Topics include a review of ethics, employment opportunities, and search techniques; paralegal certification; and other related topics. Upon completion, students should be able to understand the paralegal's role in the ethical practice of law.

**LEX 283 Investigation 1 2 2**  
This course covers various aspects of civil and criminal investigation. Topics include locating witnesses, interviewing techniques, obtaining records, sketching and photographing accident scenes, collecting and preserving evidence, and preparation of exhibits for trial. Upon completion, students should be able to locate witnesses, prepare questionnaires, interview witnesses, obtain criminal/motor vehicle/medical/ accident records, sketch scenes, and prepare exhibits.



**MAC 111 Machining Technology I 2 12 6**

This course introduces machining operations as they relate to the metalworking industry. Topics include machine shop safety, measuring tools, lathes, drilling machines, saws, milling machines, bench grinders, and layout instruments. Upon completion, students should be able to safely perform the basic operations of measuring, layout, drilling, sawing, turning, and milling.

**MAC 112 Machining Technology II 2 12 6**

Prerequisite: MAC 111

This course provides additional instruction and practice in the use of precision measuring tools, lathes, milling machines, and grinders. Emphasis is placed on setup and operation of machine tools including the selection and use of work holding devices, speeds, feeds, cutting tools, and coolants. Upon completion, students should be able to perform basic procedures on precision grinders and advanced operations of measuring, layout, drilling, sawing, turning, and milling.

**MAC 113 Machining Technology III 2 12 6**

Prerequisite: MAC 112

This course provides an introduction to advanced and special machining operations. Emphasis is placed on working to specified tolerances with special and advanced setups. Upon completion, students should be able to produce a part to specifications.

**MAC 121 Introduction to CNC 2 0 2**

This course introduces the concepts and capabilities of computer numerical control machine tools. Topics include setup, operation, and basic applications. Upon completion, students should be able to explain operator safety, machine protection, data input, program preparation, and program storage.

**MAC 122 CNC Turning 1 3 2**

This course introduces the programming, setup, and operation of CNC turning centers. Topics include programming formats, control functions, program editing, part production, and inspection. Upon completion, students should be able to manufacture simple parts using CNC turning centers.

**MAC 124 CNC Milling 1 3 2**

This course introduces the manual programming, setup, and operation of CNC machining centers. Topics include programming formats, control functions, program editing, part production, and inspection. Upon completion, students should be able to manufacture simple parts using CNC machining centers.

**MAC 151 Machining Calculations 1 2 2**

This course introduces basic calculations as they relate to machining occupations. Emphasis is placed on basic calculations and their applications in the machine shop. Upon completion, students should be able to perform basic shop calculations.

**MAC 152 Adv. Machining Calculations 1 2 2**

This course combines mathematical functions with practical machine shop applications and problems. Emphasis is placed on gear ratios, lead screws, indexing problems, and their applications in the machine shop. Upon completion, students should be able to calculate solutions to machining problems.

**MAC 214 Machining Technology IV 2 12 6**

Prerequisite: MAC 112

This course provides advanced applications and practical experience in the manufacturing of complex parts. Emphasis is placed on inspection, gaging, and the utilization of machine tools. Upon completion, students should be able to manufacture complex assemblies to specifications.

**MAC 229 CNC Programming 2 0 2**

Prerequisite: MAC 121, MAC 122 or MAC 124

This course provides concentrated study in advanced programming techniques for working with modern CNC machine tools. Topics include custom macros and subroutines, canned cycles, and automatic machining cycles currently employed by the machine tool industry. Upon completion, students should be able to program advanced CNC functions while conserving machine memory.

**MAC 231 CNC Graphics Programming: Turning 1 4 3**

Prerequisite: MAC 121

This course introduces Computer Numerical Control graphics programming and concepts for turning center applications. Emphasis is placed on the interaction of menus to develop a shape file in a graphics CAM system and to develop tool path geometry and part geometry. Upon completion, students should be able to develop a job plan using CAM software, include machine selection, tool selection, operational sequence, speed, feed, and cutting depth.

**MAC 232 CNC Graphics Prog: Milling 1 4 3**

Prerequisite: MAC 121

This course introduces Computer Numerical Control graphics programming and concepts for machining center applications. Emphasis is placed on developing a shape file in a graphics CAM system and transferring coded information from CAM graphics to the CNC milling center. Upon completion, students should be able to develop a complete job plan using CAM software to create a multi-axis CNC program.

**MAC 248 Production Procedures 1 2 2**

This course covers product planning and control and scheduling and routing of operations. Topics include cost-effective production methods, dimensional and statistical quality control, and the tooling and machines required for production. Upon completion, students should be able to plan, set up, and produce cost-effective quality machined parts.



**MAC 293 Seminar/Special Topics 2 0 2**

This course provides an opportunity to explore areas of current interest. Emphasis is placed on subject matter appropriate to the program or discipline. Upon completion, students should be able to demonstrate an understanding of the specific area of study. Students will prepare a project, perform a survey with analysis, and perform shadowing to integrate the skill and knowledge developed in the Early Childhood curriculum.

**MAS 110 Masonry I 4 18 10**

This course introduces the basic principles of construction with masonry units. Topics include history of the masonry field, safety practices, blueprint reading, and principles of laying masonry units to the line using tools, equipment, and materials. Upon completion, students should be able to demonstrate knowledge of safety practices, blueprint reading, and basic tool use; identify materials; operate machinery; and lay masonry units.

**MAS 120 Masonry II 4 18 10**

This course provides practical experience in cost estimating, foundations, bonding variations, expansion joints, wall ties, building codes, and other related topics. Emphasis is placed on material estimation, layout of footing, construction of walls, reinforcements, scaffolding, insulating, and building codes. Upon completion, students should be able to determine cost, plan sound building procedures, construct masonry projects, and apply building codes.

**MAS 130 Masonry III 6 6 8**

This course provides fundamentals and skills used in masonry construction. Emphasis is placed on building chimneys, fireplaces, columns, concrete masonry, and arches; using materials economically; satisfying needs and expectations; and proper work ethics. Upon completion, students should be able to build structures covered in the course, demonstrate increased speed and accuracy, and make smooth transitions between construction stages.

**MAT 050 Basic Math Skills 3 2 4**

Prerequisite: CPT placement score of 31-50 in mathematics  
This course is designed to strengthen basic math skills. Topics include properties, rounding, estimating, comparing, converting, and computing whole numbers, fractions, and decimals. Upon completion, students should be able to perform basic computations and solve relevant mathematical problems.

**MAT 060 Essential Mathematics 3 2 4**

Prerequisite: MAT 050

This course is a comprehensive study of mathematical skills which should provide a strong mathematical foundation to pursue further study. Topics include principles and applications of decimals, fractions, percents, ratio and proportion, order of operations, geometry, measurement,

and elements of algebra and statistics. Upon completion, students should be able to perform basic computations and solve relevant, multi-step mathematical problems using technology where appropriate.

**MAT 070 Introductory Algebra 3 2 4**

Prerequisite: MAT 060

Corequisite: RED 080 or ENG 085

This course establishes a foundation in algebraic concepts and problem solving. Topics include signed numbers, exponents, order of operations, simplifying expressions, solving linear equations and inequalities, graphing, formulas, polynomials, factoring, and elements of geometry. Upon completion, students should be able to apply the above concepts in problem solving using appropriate technology.

**MAT 080 Intermediate Algebra 3 2 4**

Prerequisite: MAT 070

Corequisite: RED 080 or ENG 085

This course continues the study of algebraic concepts with emphasis on applications. Topics include factoring; rational expressions; rational exponents; rational, radical, and quadratic equations; systems of equations; inequalities; graphing; functions; variations; complex numbers; and elements of geometry. Upon completion, students should be able to apply the above concepts in problem solving using appropriate technology.

**MAT 090 Accelerated Algebra 3 2 4**

Prerequisite: CPT placement score of 45 on the algebra section or MAT 060

Corequisite: RED 080 or ENG 085

This course covers algebraic concepts with emphasis on applications. Topics include those covered in MAT 070 and MAT 080. Upon completion, students should be able to apply algebraic concepts in problem solving using appropriate technology.

**MAT 101 Applied Mathematics I 2 2 3**

Prerequisite: MAT 060

This course is a comprehensive review of arithmetic with basic algebra designed to meet the needs of certificate and diploma programs. Topics include arithmetic and geometric skills used in measurement, ratio and proportion, exponents and roots, applications of percent, linear equations, formulas, and statistics. Upon completion, students should be able to solve practical problems in their specific areas of study.

**MAT 110 Mathematical Measurement 2 2 3**

Prerequisite: MAT 070

This course provides an activity-based approach to utilizing, interpreting, and communicating data in a variety of measurement systems. Topics include accuracy, precision, conversion, and estimation within metric, apothecary, and avoirdupois systems; ratio and proportion; measures of central tendency and dispersion; and charting of data. Upon



completion, students should be able to apply proper techniques to gathering, recording, manipulating, analyzing, and communicating data.

**MAT 140 Survey of Mathematics 3 0 3**

Prerequisite: MAT 070

This course provides an introduction in a non-technical setting to selected topics in mathematics. Topics may include, but are not limited to, sets, logic, probability, statistics, matrices, mathematical systems, geometry, topology, mathematics of finance, and modeling. Upon completion, students should be able to understand a variety of mathematical applications, think logically, and be able to work collaboratively and independently. Additional topics in this course include an introduction to plane trigonometry and Boolean algebra. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

**MAT 140A Survey of Mathematics Lab 0 2 1**

Prerequisite: MAT 070

Corequisite: MAT 140

This course is a laboratory for MAT 140. Emphasis is placed on experiences that enhance the materials presented in the class. Upon completion, students should be able to solve problems, apply critical thinking, work in teams, and communicate effectively.

**MAT 145 Analytical Math 3 0 3**

Prerequisite: MAT 080

This course is designed to develop problem-solving and reasoning skills by the study of selected areas of mathematics. Topics include elementary and Boolean algebra, sets, logic, number theory, numeration systems, probability, statistics, and linear programming. Upon completion, students should be able to apply logic and other mathematical concepts.

**MAT 145A Analytical Math Lab 0 2 1**

Prerequisite: MAT 080

Corequisite: MAT 145

This course is a laboratory for MAT 145. Emphasis is placed on experiences that enhance the materials presented in the class. Upon completion, students should be able to solve problems, apply critical thinking, work in teams, and communicate effectively.

**MAT 151 Statistics I 3 0 3**

Prerequisite: MAT 080

This course provides a project-based approach to the study of basic probability, descriptive and inferential statistics, and decision making. Emphasis is placed on measures of central tendency and dispersion, correlation, regression, discrete and continuous probability distributions, quality control, population parameter estimation, and hypothesis testing. Upon completion, students should be able to describe important characteristics of a set of data and draw inferences about a population from sample data.

**MAT 151A Statistics I Lab**

**0 2 1**

Prerequisite: MAT 080

Corequisite: MAT 151

This course is a laboratory for MAT 151. Emphasis is placed on experiences that enhance the materials presented in the class. Upon completion, students should be able to solve problems, apply critical thinking, work in teams, and communicate effectively.

**MAT 161 College Algebra**

**3 0 3**

Prerequisite: MAT 080

This course provides an integrated technological approach to algebraic topics used in problem solving. Emphasis is placed on applications involving equations and inequalities; polynomials, rational, exponential and logarithmic functions; and graphing and data analysis/modeling. Upon completion, students should be able to choose an appropriate model to fit a data set and use the model for analysis and prediction.

**MAT 161A College Algebra Lab**

**0 2 1**

Prerequisite: MAT 080

Corequisite: MAT 161

This course is a laboratory for MAT 161. Emphasis is placed on experiences that enhance the materials presented in the class. Upon completion, students should be able to solve problems, apply critical thinking, work in teams, and communicate effectively.

**MAT 162 College Trigonometry**

**3 0 3**

Prerequisites: MAT 161

This course provides an integrated technological approach to trigonometric applications used in problem solving. Emphasis is placed on applications involving trigonometric ratios, right triangles, oblique triangles, trigonometric functions, graphing vectors, and complex numbers. Upon completion, students should be able to apply the above principles of trigonometry to problem solving and communication. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics for the AA degree.

**MAT 162A College Trig Lab**

**0 2 1**

Prerequisites: MAT 161

Corequisites: MAT 162

This course is a laboratory for MAT 162. Emphasis is placed on experiences that enhance the materials presented in the class. Upon completion, students should be able to solve problems, apply critical thinking, work in teams, and communicate effectively. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.



**MAT 171 Precalculus Algebra** 3 0 3  
 Prerequisite: MAT 080  
 This is the first of two courses designed to emphasize topics which are fundamental to the study of calculus. Emphasis is placed on equations and inequalities, functions (linear, polynomial, rational), systems of equations and inequalities, and parametric equations. Upon completion, students should be able to solve practical problems and use appropriate models for analysis and predictions.

**MAT 171A Precalculus Algebra Lab** 0 2 1  
 Prerequisite: MAT 080  
 Corequisite: MAT 171  
 This course is a laboratory for MAT 171. Emphasis is placed on experiences that enhance the materials presented in the class. Upon completion, students should be able to solve problems, apply critical thinking, work in teams, and communicate effectively.

**MAT 172 Precalculus Trigonometry** 3 0 3  
 Prerequisite: MAT 171  
 This is the second of two courses designed to emphasize topics which are fundamental to the study of calculus. Emphasis is placed on properties and applications of transcendental functions and their graphs, right and oblique triangle trigonometry, conic sections, and vectors. Upon completion, students should be able to solve practical problems and use appropriate models for analysis and prediction.

**MAT 172A Precalculus Trigonometry Lab** 0 2 1  
 Prerequisite: MAT 171  
 Corequisite: MAT 172  
 This course is a laboratory for MAT 172. Emphasis is placed on experiences that enhance the materials presented in the class. Upon completion, students should be able to solve problems, apply critical thinking, work in teams, and communicate effectively.

**MAT 175 Precalculus** 4 0 4  
 Prerequisites: High School Algebra III/Trigonometry  
 This course provides an intense study of the topics which are fundamental to the study of calculus. Emphasis is placed on functions and their graphs with special attention to polynomial, rational, exponential, logarithmic and trigonometric functions, and analytic trigonometry. Upon completion, students should be able to solve practical problems and use appropriate models for analysis and prediction.

**MAT 175A Precalculus Lab** 0 2 1  
 Prerequisites: High School Algebra III/Trigonometry  
 Corequisite: MAT 175  
 This course is a laboratory for MAT 175. Emphasis is placed on experiences that enhance the materials presented in the class. Upon completion, students should be able to solve problems, apply critical thinking, work in teams, and communicate effectively.

**MAT 271 Calculus I** 3 2 4  
 Prerequisite: MAT 172  
 This course covers in depth the differential calculus portion of a three-course calculus sequence. Topics include limits, continuity, derivatives, and integrals of algebraic and transcendental functions of one variable, with applications. Upon completion, students should be able to apply differentiation and integration techniques to algebraic and transcendental functions of one variable..

**MAT 272 Calculus II** 3 2 4  
 Prerequisite: MAT 271  
 This course provides a rigorous treatment of integration and is the second calculus course in a three-course sequence. Topics include applications of definite integrals, techniques of integration, indeterminate forms, improper integrals, infinite series, conic sections, parametric equations, polar coordinates, and differential equations. Upon completion, students should be able to use integration and approximation techniques to solve application problems.

**MAT 273 Calculus III** 3 2 4  
 Prerequisite: MAT 272  
 This course covers the calculus of several variables and is third calculus course in a three-course sequence. Topics include functions of several variables, partial derivatives, multiple integrals, solid analytical geometry, vector-valued functions, and line and surface integrals. Upon completion, students should be able to solve problems involving vectors and functions of several variables.

**MAT 280 Linear Algebra** 3 0 3  
 Prerequisite: MAT 271  
 This course provides a study of linear algebra topics with emphasis on the development of both abstract concepts and applications. Topics include vectors, systems of equations, matrices, determinants, vector spaces, linear transformations in two or three dimensions, eigenvectors, eigenvalues, diagonalization and orthogonality. Upon completion, students should be able to demonstrate both an understanding of the theoretical concepts and appropriate use of linear algebra models to solve application problems.

**MEC 130 Mechanisms** 2 3 3  
 This course introduces the purpose and action of various mechanical devices. Topics include cams, cables, gear trains, differentials, screws, belts, pulleys, shafts, levers, lubricants, and other devices used to transmit or control signals. Upon completion, students should be able to analyze, maintain, and troubleshoot the components of mechanical systems.

**MEC 142 Physical Metallurgy** 1 2 2  
 This course covers the heat treating of metals. Emphasis is placed on the effects of hardening, tempering, and annealing on the structure and physical properties of metals. Upon completion, students should be able to heat treat materials.

**MEC 145 Manufacturing Materials I 2 3 3**  
 This course introduces a variety of manufacturing materials and common processing techniques. Emphasis is placed on the processing, testing, and application of materials such as wood, metals, plastics, ceramics, and composites. Upon completion, students should be able to demonstrate an understanding of fundamental engineering applications for a variety of materials, including their process capabilities and limitations.

**MEC 242 Man. Procedures: APICS CIRM 3 0 3**  
 This course examines the methods companies use in process design, production, and facilities management for an integrated management system. Emphasis is placed on three different but interrelated subsystems: industrial facilities management, process design and development, and manufacturing. Upon completion, students should be able to demonstrate an understanding of manufacturing processes and be prepared for the APICS CIRM examination.

**MEC 250 Statics & Strength of Materials 4 3 5**  
 Prerequisite: PHY 151  
 This course covers the concepts and principles of statics and stress analysis. Topics include systems of forces on structures in equilibrium and analysis of stresses and strains on these components. Upon completion, students should be able to analyze forces and the results of stresses and strains on structural components.

**MED 110 Orientation to Medical Assisting 1 0 1**  
 This course covers the history of medicine and the role of the medical assistant in the health care setting. Emphasis is placed on professionalism, communication, attitude, behaviors, and duties in the medical environment. Upon completion, students should be able to project a positive attitude and promote the profession of medical assisting.

**MED 112 Orientation to Clinical Setting I 0 3 1**  
 Prerequisite: Enrollment in Medical Assisting program.  
 This course provides an early opportunity to observe and/or perform in the medical setting. Emphasis is placed on medical assisting procedures including appointment scheduling, filing, greeting patient, telephone techniques, billing, collections, medical records, and related medical procedures. Upon completion, students should be able to identify administrative and clinical procedures in the medical environment. Medical asepsis such as hand washing and donning sterile gloves will be introduced.

**MED 114 Pro. Interaction in Health Care 1 0 1**  
 Prerequisites: Enrollment in the Medical Assisting program  
 This course is designed to identify various patient behaviors encountered in the medical setting. Emphasis is placed on stressors related to illness, cultural influences, death and dying, and needs specific to patients. Upon completion, students should be able to utilize appropriate methods of verbal and nonverbal communication with empathy and impartiality.

**MED 118 Medical Law and Ethics 2 0 2**  
 This course covers legal relationships of physicians and patients, contractual agreements, professional liability, malpractice, medical practice acts, informed consent, and bioethical issues. Emphasis is placed on legal terms, professional attitudes, and the principles and basic concepts of ethics and laws involved in providing medical services. Upon completion, students should be able to meet the legal and ethical responsibilities of a multi-skilled health professional.

**MED 121 Medical Terminology I 3 0 3**  
 This course introduces prefixes, suffixes, and word roots used in the language of medicine. Topics include medical vocabulary and the terms that relate to the anatomy, physiology, pathological conditions, and treatment of selected systems. Upon completion, students should be able to pronounce, spell, and define medical terms as related to selected body systems and their pathological disorders.

**MED 122 Medical Terminology II 3 0 3**  
 Prerequisite: MED 121  
 This course is the second in a series of medical terminology courses. Topics include medical vocabulary and the terms that relate to the anatomy, physiology, pathological conditions, and treatment of selected systems. Upon completion, students should be able to pronounce, spell, and define medical terms as related to selected body systems and their pathological disorders.

**MED 130 Administrative Office Procedures I 1 2 2**  
 Prerequisite: Enrollment in the Medical Assisting program  
 This course introduces medical office administrative procedures. Topics include appointment processing, written and oral communications, medical records, patient orientation, and safety. Upon completion, students should be able to perform basic administrative skills within the medical environment.

**MED 131 Administrative Office Procedures II 1 2 2**  
 This course provides medical office procedures in both economic and management skills. Topics include physical plant maintenance, equipment and supplies, liability coverage, medical economics, and introductory insurance procedures. Upon completion, students should be able to manage the economics of the medical office and supervise personnel.

**MED 134 Medical Transcription 2 2 3**  
 Prerequisite: MED 121  
 This course provides the basic knowledge, understanding, and skills required to complete medical reports and transcribe medical dictation. Emphasis is placed on correct punctuation, capitalization, and spelling. Upon completion, students should be able to demonstrate competence in medical transcription.



**MED 140 Examination Room Procedures I 3 4 5**  
 Prerequisite: Enrollment in the Medical Assisting program  
 This course provides instruction in clinical examining room procedures. Topics include asepsis, infection control, assisting with exams and treatment, patient education, preparation and administration of medications, EKG, vital signs, and medical emergencies. Upon completion, students should be able to demonstrate competence in exam room procedures.

**MED 150 Laboratory Procedures I 3 4 5**  
 Prerequisites: Enrollment in the Medical Assisting program  
 This course provides instruction in basic lab techniques used by the medical assistant. Topics include lab safety, quality control, collecting and processing specimens, performing selective tests, phlebotomy, screening and follow-up of test results, and OSHA/CLIA regulations. Upon completion, students should be able to perform basic lab tests/skills based on course topics.

**MED 232 Medical Insurance Coding 1 3 2**  
 This course is designed to build upon the coding skills. Emphasis is placed on advanced diagnostic and procedural coding in the outpatient facility. Upon completion, students should be able to demonstrate proficiency in coding for reimbursement.

**MED 260 MED Clinical Externship 0 15 5**  
 Prerequisites: Enrollment in the Medical Assisting program and MED 131, MED 140, and MED 150  
 This course provides the opportunity to apply clinical, laboratory, and administrative skills in a medical facility. Emphasis is placed on enhancing competence in clinical and administrative skills necessary for comprehensive patient care and strengthening professional communications and interactions. Upon completion, students should be able to function as an entry-level health care professional.

**MED 262 Clinical Perspectives 1 0 1**  
 Prerequisite: Enrollment in the Medical Assisting program  
 This course is designed to explore personal and occupational responsibilities of the practicing medical assistant. Emphasis is placed on problems encountered during externships and development of problem-solving skills. Upon completion, students should be able to demonstrate courteous and diplomatic behavior when solving problems in the medical facility.

**MED 264 Medical Assisting Overview 2 0 2**  
 Prerequisite: Enrollment in the Medical Assisting program  
 This course provides an overview of the complete medical assisting curriculum. Emphasis is placed on all facets of medical assisting pertinent to administrative, laboratory, and clinical procedures performed in the medical environment. Upon completion, students should be able to demonstrate competence in the areas covered on the national certification examination for medical assistants.

**MED 270 Symptomatology 2 2 3**  
 Prerequisites: Enrollment in the Medical Assisting program and MED 131, MED 140, and MED 150  
 This course covers the study of disease symptoms and the appropriate actions taken by medical assistants in a medical facility in relation to these symptoms. Emphasis is placed on interviewing skills and appropriate triage, preparing patients for procedures, and screening test results. Upon completion, students should be able to recognize how certain symptoms relate to specific diseases, recognize emergency situations, and take appropriate actions.

**MED 272 Drug Therapy 3 0 3**  
 Prerequisites: Enrollment in the Medical Assisting program and MED 140  
 This course focuses on major drug groups, including their side effects, interactions, methods of administration, and proper documentation. Emphasis is placed on the theory of drug administration. Upon completion, students should be able to identify, spell, recognize side effects of, and document the most commonly used medications in a physician's office.

**MKT 120 Principles of Marketing 3 0 3**  
 This course introduces principles and problems of marketing goods and services. Topics include promotion, placement, and pricing strategies for products. Upon completion, students should be able to apply marketing principles in organizational decision making.

**MUS 110 Music Appreciation 3 0 3**  
 This course is a basic survey of the music of the Western world. Emphasis is placed on the elements of music, terminology, composers, form, and style within a historical perspective. Upon completion, students should be able to demonstrate skills in basic listening and understanding of the art of music.

**MUS 111 Fundamentals of Music 3 0 3**  
 This course is an introductory course for students with little or no music background. Emphasis is placed on music notation, rhythmic patterns, scales, key signatures, intervals, and chords. Upon completion, students should be able to demonstrate an understanding of the rudiments of music.

**MUS 112 Introduction to Jazz 3 0 3**  
 This course introduces the origins and musical components of jazz and the contributions of its major artists. Emphasis is placed on the development of discriminating listening habits, as well as the investigation of the styles and structural forms of the jazz idiom. Upon completion, students should be able to demonstrate skills in listening and understanding this form of American music. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*



**MUS 114 Non-Western Music 3 0 3**  
 This course provides a basic survey of the music of the non-Western world. Emphasis is placed on non-traditional instruments, sources, and performing practices. Upon completion, students should be able to demonstrate skills in basic listening and understanding of the art of non-Western music. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

**MUS 213 Opera and Musical Theatre 3 0 3**  
 This course covers the origins and development of opera and musical theatre from the works of Claudio Monteverdi to the present. Emphasis is placed on how the structure and components of opera and musicals effect dramaturgy through listening examples and analysis. Upon completion, students should be able to demonstrate analytical and listening skills in understanding both opera and the musical. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

**NAS 101 Nursing Assistant I 3 5 5**  
 Prerequisite: High school diploma or GED  
 This course introduces basic nursing skills required to provide personal care for patients, residents, or clients in a health care setting. Topics include communications, safety, patients' rights, personal care, vital signs, elimination, nutrition, emergencies, rehabilitation, and mental health. Upon completion, students should be able to demonstrate skills necessary to qualify as a Nursing Assistant I with the North Carolina Nurse Aide I Registry.

**NAS 102 Nursing Assistant II 3 8 6**  
 Prerequisites: High school diploma or GED and currently listed as NA I with State of North Carolina  
 This course provides training in selected advanced nursing assistant procedures. Emphasis is placed on sterile techniques, respiratory procedures, catheterizations, wound and trach care, irrigations, and ostomy care. Upon completion, students should be able to demonstrate skills necessary to qualify as a Nursing Assistant II with the North Carolina Board of Nursing.

**NAS 103 Home Health Care 2 0 2**  
 Prerequisite: High school diploma or GED  
 This course covers basic health issues that affect clients in the home setting. Emphasis is placed on home safety, recognizing significant changes in the client's condition, family dynamics, and use of home health care equipment. Upon completion, students should be able to identify care for clients at home.

**NAS 106 Geriatrics 2 3 3**  
 Prerequisite: High school diploma or GED  
 Corequisite: NAS 101  
 This course is designed to cover health issues that affect the aging client. Emphasis is placed on social, physical, and psychological problems experienced by elderly people.

**NET 110 Data Communication/Networking 2 2 3**  
 This course introduce data communication and networking. Topics include telecommunication standards, protocols, equipment, network topologies, communication software, LANs, WANs, the Internet, and network operating systems. Upon completion, students should be able to demonstrate understanding of the fundamentals of telecommunication and networking.

**NET 120 Network Installation/Admin I 2 2 3**  
 Prerequisites: NET 110  
 This course covers the installation and administration of network hardware and system software. Topics include network topologies, various network operating systems, server and workstation installation and configuration, printer services, and connectivity options. Upon completion, students should be able to perform basic installation and administration of departmental networks.

**NET 260 Internet Development & Support 3 0 3**  
 Prerequisite: NET 110 or CIS 282  
 This course covers issues relating to the development and implementation of Internet related tools and services. Topics include Internet organization, site registration, e-mail servers, Web servers, Web page development, legal issues, firewalls, multimedia, TCP/IP, service providers, FTP, list servers, and gateways. Upon completion, students should be able to develop and support the Internet services needed within an organization.

**NET 293 Special Topics - Internet 3 0 3**  
 Prerequisite: Enrollment in the CIS program  
 This course provides an opportunity to explore areas of current interest in specific program or discipline areas. Emphasis is placed on subject matter appropriate to the program or discipline. Upon completion, students should be able to demonstrate an understanding of the specific area of study. The student will prepare a project designed to integrate the skill and knowledge developed in this curriculum.

**NUR 101 Practical Nursing I 7 12 11**  
 Prerequisite: Enrollment in the Practical Nursing program  
 Corequisites: NUR 118, BIO 163, PSY 110  
 This course introduces concepts as related to the practical nurse's caregiver and discipline-specific roles. Emphasis is placed on the nursing process, legal/ethical/professional issues, wellness/illness patterns, and basic nursing skills. Upon completion, students should be able to demonstrate beginning understanding of nursing process to promote/maintain/restore optimum health for diverse clients throughout the life span.



**NUR 102 Practical Nursing II 8 12 12**

Prerequisites: NUR 101, NUR 118, BIO 163, PSY 110

Corequisites: NUR 103A, NUR 117, ENG 111

This course includes more advanced concepts as related to the practical nurse's caregiver and discipline-specific roles. Emphasis is placed on the nursing process, delegation, cost effectiveness, legal/ethical/professional issues, and wellness/illness patterns. Upon completion, students should be able to begin participating in the nursing process to promote/maintain/restore optimum health for diverse clients throughout the life span.

**NUR 103 Practical Nursing III 6 12 10**

Prerequisites: NUR 101, NUR 118, BIO 163, PSY 110

Corequisites: NUR 102, NUR 117, ENG 111

This course focuses on use of nursing/related concepts by practical nurses as providers of care/members of discipline in collaboration with health team members. Emphasis is placed on the nursing process, wellness/illness patterns, entry-level issues, accountability, advocacy, professional development, evolving technology, and changing health care delivery systems. Upon completion, students should be able to use the nursing process to promote/maintain/restore optimum health for diverse clients throughout the life span.

**NUR 107 LPN Refresher 9 9 12**

This refresher course is designed to provide an independent didactic review for the previously licensed practical nurse whose license has lapsed. Emphasis is placed on common medical-surgical conditions and nursing interventions, including mental health principles, pharmacological concepts, and safe clinical practice. Upon completion, students will be eligible to apply for reinstatement of licensure.

**NUR 117 Pharmacology 1 3 2**

Prerequisites: NUR 101, NUR 118, BIO 163, PSY 110

Corequisites: NUR 102, NUR 103A, ENG 111

This course introduces information concerning sources, effects, legalities, and the safe use of medications as therapeutic agents. Emphasis is placed on nursing responsibility, accountability, and application of the nursing process regarding drug therapy. Upon completion, students should be able to compute dosages and administer medication safely.

**NUR 118 Nutrition/Diet Therapy 2 0 2**

Corequisites: NUR 101, BIO 163, PSY 110

This course covers the six nutrient categories and provides an overview of diet recommendations for promotion and maintenance of health. Topics include the food pyramid recommendations for individuals across the life span, energy balance, and special dietary modifications for common alterations in health. Upon completion, students should be able to complete a nutritional assessment, analyze diets, and recommend dietary adaptations to meet individual health needs.

**OMT 110 Intro to Operations Management 3 0 3**

This course provides an overview of the operations management field. Topics include production and operations planning, materials management, environmental health and safety, and quality management. Upon completion, students should be able to demonstrate an understanding of the operations management functions.

**OMT 160 Ethical Issues in Op Mgmt 3 0 3**

This course focuses on a wide variety of ethical issues in operations management. Emphasis is placed on distinguishing between legal and illegal actions as well as ethical and nonethical actions. Upon completion, students should be able to demonstrate critical thinking skills to evaluate ethical situations.

**OMT 227 Maintenance Practices 3 0 3**

This course introduces the methods of planning, organizing, and controlling maintenance. Topics include scheduling and supervision, development and use of reports, entrance and retrieval of data, and maintenance of inventory control systems. Upon completion, students should be able to demonstrate an understanding of maintenance practices and procedures.

**OMT 245 Master Planning 3 0 3**

Prerequisites: ISC 140

This course includes demand management, production planning, master production scheduling, and final assembly scheduling. Topics include forecasting, budgeting, aggregate output level, and order entry. Upon completion, students should be able to demonstrate an understanding of master planning and be prepared for the APICS CPIM examination.

**OST 131 Keyboarding 1 2 2**

This course covers basic keyboarding skills. Emphasis is placed on the touch system, correct techniques, and development of speed and accuracy. Upon completion, students should be able to key at an acceptable speed and accuracy level using the touch system.

**OST 132 Keyboarding Skill Building 1 2 2**

Prerequisite: OST 131

This course provides accuracy and speed building drills. Emphasis is placed on diagnostic tests to identify accuracy and speed deficiencies followed by corrective drills. Upon completion, students should be able to keyboard rhythmically with greater accuracy and speed.

**OST 134 Text Entry & Formatting 2 2 3**

Prerequisite: OST 131

This course is designed to provide the skills needed to increase speed, improve accuracy, and format documents. Topics include letters, memos, tables, and business reports. Upon completion, students should be able to produce mailable documents and key timed writings at speeds commensurate with employability.

**OST 136 Word Processing 1 2 2**  
This course introduces word processing concepts and applications. Topics include preparation of a variety of documents and mastery of specialized software functions. Upon completion, students should be able to work effectively in a computerized word processing environment.

**OST 148 Medical Coding Billing & Insurance 3 0 3**  
Prerequisite: MED 121  
This course introduces CPT and ICD coding as they apply to medical insurance and billing. Emphasis is placed on accuracy in coding, forms preparation, and posting. Upon completion, students should be able to describe the steps of the total billing cycle and explain the importance of accuracy.

**OST 149 Medical Legal Issues 3 0 3**  
This course introduces the complex legal, moral, and ethical issues involved in providing health-care services. Emphasis is placed on the legal requirements of medical practices; the relationship of physician, patient, and office personnel; professional liabilities; and medical practice liability. Upon completion, students should be able to demonstrate a working knowledge of current medical law and accepted ethical behavior.

**OST 155 Legal Terminology 3 0 3**  
This course covers the terminology appropriate to the legal profession. Topics include legal research, court systems, litigation, civil and criminal law, probate, real and personal property, contracts and leases, domestic relations, equity, and corporations. Upon completion, students should be able to spell, pronounce, define, and demonstrate an understanding of the use of these legal terms.

**OST 156 Legal Office Procedures 2 2 3**  
Prerequisite: OST 134  
This course covers legal office functions involved in the operation of a law office. Emphasis is placed on procedures in the law office involving the court system, legal research, litigation, probate, and real estate, personal injury, criminal, and civil law. Upon completion, students should be able to demonstrate a high level of competence in performing legal office duties.

**OST 159 Legal Office Ethics 2 0 2**  
This course introduces the complex legal and ethical issues involved in the role of administrative support personnel in a variety of law-related offices. Topics include conduct compatible with the professional obligations of the employer, legally protected relationships, and the professional responsibilities of the employee. Upon completion, students should be able to conduct themselves in an ethical manner appropriate to a variety of law-related workplaces.

**OST 164 Text Editing Applications 3 0 3**  
This course provides a comprehensive study of editing skills needed in the workplace. Emphasis is placed on grammar, punctuation, sentence structure, proofreading, and editing. Upon completion, students should be able to use reference materials to compose and edit text.

**OST 181 Intro to Office Systems 2 2 3**  
This course introduces the skills and abilities needed in today's office. Topics include effectively interacting with co-workers and the public, processing simple financial and informational documents, and performing functions typical of today's offices. Upon completion, students should be able to display skills and decision-making abilities essential for functioning in the total office context.

**OST 184 Records Management 1 2 2**  
This course includes the creation, maintenance, protection, security, and disposition of records stored in a variety of media forms. Topics include alphabetic, geographic, subject, and numeric filing methods. Upon completion, students should be able to set up and maintain a records management system.

**OST 201 Medical Transcription I 3 2 4**  
Prerequisites: OST 136 and OST 164  
Corequisites: MED 122  
This course introduces dictating equipment and typical medical dictation. Emphasis is placed on efficient use of equipment, dictionaries, PDRs, and other reference materials. Upon completion, students should be able to efficiently operate dictating equipment and to accurately transcribe a variety of medical documents in a specified time.

**OST 202 Medical Transcription II 3 2 4**  
Prerequisite: OST 201  
This course provides additional practice in transcribing documents from various medical specialties. Emphasis is placed on increasing transcription speed and accuracy and understanding medical procedures and terminology. Upon completion, students should be able to accurately transcribe a variety of medical documents in a specified time.

**OST 223 Machine Transcription I 1 2 2**  
Prerequisites: OST 134, OST 136, and OST 164  
This course covers the use of transcribing machines to produce mailable documents. Emphasis is placed on appropriate formatting, advanced text editing skills, and transcription techniques. Upon completion, students should be able to transcribe documents into mailable copy.



**OST 224 Machine Transcription II 1 2 2**

Prerequisite: OST 223

This course provides advanced transcription skills. Emphasis is placed on specialized transcription features. Upon completion, students should be able to transcribe complex business documents into mailable copy with minimal assistance.

**OST 236 Advanced Word/Information Proc 2 2 3**

Prerequisite: OST 136

This course develops proficiency in the utilization of advanced word/information processing functions. Topics include tables, graphics, macros, sorting, document assembly, merging, and newspaper and brochure columns. Upon completion, students should be able to produce a variety of complex business documents.

**OST 241 Medical Office Transcription I 1 2 2**

Prerequisite: MED 121

This course introduces machine transcription techniques as applied to medical documents. Emphasis is placed on accurate transcription, proofreading, and use of reference materials as well as vocabulary building. Upon completion, students should be able to prepare accurate and usable transcripts of voice recordings in the covered specialties

**OST 242 Medical Office Transcription II 1 2 2**

Prerequisite: OST 241

This course continues building machine transcription techniques as applied to medical documents. Emphasis is placed on accurate transcription, proofreading, and use of reference materials as well as continued proofreading/editing skills and vocabulary building. Upon completion, students should be able to perform competently in preparing accurate and usable transcripts of voice recordings in the covered specialties.

**OST 243 Medical Office Simulation 2 2 3**

Prerequisites: OST 148

This course introduces medical systems used to process information in the automated office. Topics include traditional and electronic information resources, storing and retrieving information, and the billing cycle. Upon completion, students should be able to use the computer accurately to schedule, bill, update, and make corrections.

**OST 252 Legal Transcription I 2 2 3**

Prerequisites: OST 134 or OST 136 and OST 155

This course provides experience in using the transcriber to produce legal correspondence, forms, and documents with mailable accuracy from recorded tapes. Emphasis is placed on operating the transcriber, developing listening skills to translate the audio into hard copy, and producing mailable documents. Upon completion, students should be able to transcribe legal forms and documents with reasonable accuracy.

**OST 289 Office Systems Management 2 2 3**

Prerequisites: OST 134, OST 136, and OST 164

This course provides a capstone course for the office professional. Topics include administrative office procedures, imaging, communication techniques, ergonomics, and equipment utilization. Upon completion, students should be able to function proficiently in a changing office environment.

**PED 110 Fit and Well for Life 1 2 2**

This course is designed to investigate and apply the basic concepts and principles of lifetime physical fitness and other health-related factors. Emphasis is placed on wellness through the study of nutrition, weight control, stress management, and consumer facts on exercise and fitness. Upon completion, students should be able to plan a personal, lifelong fitness program based on individual needs, abilities, and interests.

**PED 120 Walking for Fitness 0 3 1**

This course introduces fitness through walking. Emphasis is placed on stretching, conditioning exercises, proper clothing, fluid needs, and injury prevention. Upon completion, students should be able to participate in a recreational walking program.

**PHI 215 Philosophical Issues 3 0 3**

Prerequisites: ENG 111

This course introduces fundamental issues in philosophy considering the views of classical and contemporary philosophers. Emphasis is placed on knowledge and belief, appearance and reality, determinism and free will, faith and reason, and justice and inequality. Upon completion, students should be able to identify, analyze, and critique the philosophical components of an issue. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

**PHI 240 Introduction to Ethics 3 0 3**

Prerequisites: ENG 111

This course introduces theories about the nature and foundations of moral judgments and applications to contemporary moral issues. Emphasis is placed on utilitarianism, rule-based ethics, existentialism, relativism versus objectivism, and egoism. Upon completion, students should be able to apply various ethical theories to individual moral issues such as euthanasia, abortion, crime and punishment, and justice.

**PHY 110 Conceptual Physics 3 0 3**

This course provides a conceptually-based exposure to the fundamental principles and processes of the physical world. Topics include basic concepts of motion, forces, energy, heat, electricity, magnetism, and the structure of matter and the universe. Upon completion, students should be able to describe examples and applications of the principles studied.

**PHY 110A Conceptual Physics Lab** 0 2 1  
 Corequisite: PHY 110  
 This course is a laboratory for PHY 110. Emphasis is placed on laboratory experiences that enhance materials presented in PHY 110. Upon completion, students should be able to apply the laboratory experiences to the concepts presented in PHY 110.

**PHY 121 Applied Physics I** 3 2 4  
 Prerequisite: MAT 070  
 This algebra-based course introduces fundamental physical concepts as applied to industrial and service technology fields. Topics include systems of units, problem-solving methods, graphical analyses, vectors, motion, forces, Newton's laws of motion, work, energy, power, momentum, and properties of matter. Upon completion, students should be able to demonstrate an understanding of the principles studied as applied in industrial and service fields.

**PHY 151 College Physics I** 3 2 4  
 Prerequisite: MAT 161 or MAT 171  
 This course uses algebra- and trigonometry-based mathematical models to introduce the fundamental concepts that describe the physical world. Topics include units and measurement, vectors, linear kinematics and dynamics, energy, power, momentum, fluid mechanics, and heat. Upon completion, students should be able to demonstrate an understanding of the principles involved and display analytical problem-solving ability for the topics covered.

**PHY 152 College Physics II** 3 2 4  
 Prerequisite: PHY 151  
 This course uses algebra- and trigonometry-based mathematical models to introduce the fundamental concepts that describe the physical world. Topics include electrostatic forces, electric fields, electric potentials, direct-current circuits, magnetostatic forces, magnetic fields, electromagnetic induction, alternating-current circuits, and light. Upon completion, students should be able to demonstrate an understanding of the principles involved and display analytical problem-solving ability for the topics covered.

**PHY 251 General Physics I** 3 3 4  
 Prerequisite: MAT 271  
 Corequisite: MAT 272  
 This course uses calculus-based mathematical models to introduce the fundamental concepts that describe the physical world. Topics include units and measurement, vector operations, linear kinematics and dynamics, energy, power, momentum, rotational mechanics, periodic motion, fluid mechanics, and heat. Upon completion, students should be able to demonstrate an understanding of the principles involved and display analytical problem-solving ability for the topics covered.

**PHY 252 General Physics II** 3 3 4  
 Prerequisites: MAT 272 and PHY 251  
 This course uses calculus-based mathematical models to introduce the fundamental concepts that describe the physical world. Topics include electrostatic forces, electric fields, electric potentials, direct-current circuits, magnetostatic forces, magnetic fields, electromagnetic induction, alternating-current circuits, and light. Upon completion, students should be able to demonstrate an understanding of the principles involved and display analytical problem-solving ability for the topics covered.

**POL 120 American Government** 3 0 3  
 This course is a study of the origins, development, structure, and functions of American national government. Topics include the constitutional framework, federalism, the three branches of government including the bureaucracy, civil rights and liberties, political participation and behavior, and policy formation. Upon completion, students should be able to demonstrate an understanding of the basic concepts and participatory processes of the American political system.

**PSY 102 Human Relations** 2 0 2  
 This course covers the skills necessary to handle human relationships effectively. Topics include self-understanding, interpersonal communication, group dynamics, leadership skills, diversity, time and stress management, and conflict resolution with emphasis on work relationships. Upon completion, students should be able to demonstrate improved personal and interpersonal effectiveness.

**PSY 110 Life Span Development** 3 0 3  
 This course provides an introduction to the study of human growth and development. Emphasis is placed on the physical, cognitive, and psychosocial aspects of development from conception to death. Upon completion, students should be able to demonstrate knowledge of development across the life span and apply this knowledge to their specific field of study.

**PSY 150 General Psychology** 3 0 3  
 Corequisite: ENG 111  
 This course provides an overview of the scientific study of human behavior. Topics include history, methodology, biopsychology, sensation, perception, learning, motivation, cognition, abnormal behavior, personality theory, social psychology, and other relevant topics. Upon completion, students should be able to demonstrate a basic knowledge of the science of psychology.

**PSY 237 Social Psychology** 3 0 3  
 Prerequisites: PSY 150 or SOC 210  
 This course introduces the study of individual behavior within social contexts. Topics include affiliation, attitude formation and change, conformity, altruism, aggression, attribution, interpersonal attraction, and group behavior. Upon completion, students should be able to demonstrate



an understanding of the basic principles of social influences on behavior. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.

**PSY 239 Psychology of Personality 3 0 3**

Prerequisites: PSY 150

This course covers major personality theories and personality research methods. Topics include psychoanalytic, behavioristic, social learning, cognitive, humanistic, and trait theories including supporting research. Upon completion, students should be able to compare and contrast traditional and contemporary approaches to the understanding of individual differences in human behavior. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.

**PSY 241 Developmental Psychology 3 0 3**

Prerequisite: PSY 150

This course is a study of human growth and development. Emphasis is placed on major theories and perspectives as they relate to the physical, cognitive, and psychosocial aspects of development from conception to death. Upon completion, students should be able to demonstrate knowledge of development across the life span.

**PSY 265 Behavioral Modification 3 0 3**

Prerequisite: PSY 150

This course is an applied study of factors influencing human behavior and strategies for behavioral change. Emphasis is placed on cognitive-behavioral theory, behavioral assessment, practical applications of conditioning techniques, and maintenance of adaptive behavior patterns. Upon completion, students should be able to implement basic learning principles to effect behavioral changes in self and others.

**PSY 281 Abnormal Psychology 3 0 3**

Prerequisite: PSY 150

This course provides an examination of the various psychological disorders, as well as theoretical, clinical, and experimental perspectives of the study of psychopathology. Emphasis is placed on terminology, classification, etiology, assessment, and treatment of the major disorders. Upon completion, students should be able to distinguish between normal and abnormal behavior patterns as well as demonstrate knowledge of etiology, symptoms, and therapeutic techniques.

**RED 080 Introduction to College Reading 3 2 4**

This course introduces effective reading and inferential thinking skills in preparation for RED 090. Emphasis is placed on vocabulary, comprehension, and reading strategies. Upon completion, students should be able to determine main ideas and supporting details, recognize basic patterns of organization, draw conclusions, and understand vocabulary in context

**RED 090 Improved College Reading 3 2 4**

Prerequisite: RED 080 or ENG 085

This course is designed to improve reading and critical thinking skills. Topics include vocabulary enhancement; extracting implied meaning; analyzing author's purpose, tone, and style; and drawing conclusions and responding to written material. Upon completion, students should be able to comprehend and analyze college-level reading material.

**REL 110 World Religions 3 0 3**

This course introduces the world's major religious traditions. Topics include Primal religions, Hinduism, Buddhism, Islam, Judaism, and Christianity. Upon completion, students should be able to identify the origins, history, beliefs, and practices of the religions studied.

**REL 112 Western Religions 3 0 3**

This course introduces the major western religious traditions. Topics include Zoroastrianism, Islam, Judaism, and Christianity. Upon completion, students should be able to identify the origins, history, beliefs, and practices of the religions studied. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

**REL 211 Introduction to Old Testament 3 0 3**

This course is a survey of the literature of the Hebrews with readings from the law, prophets, and other writings. Emphasis is placed on the use of literary, historical, archeological, and cultural analysis. Upon completion, students should be able to use the tools of critical analysis to read and understand Old Testament literature.

**REL 212 Introduction to New Testament 3 0 3**

This course is a survey of the literature of first-century Christianity with readings from the gospels, Acts, and the Pauline and pastoral letters. Topics include the literary structure, audience, and religious perspective of the writings, as well as the historical and cultural context of the early Christian community. Upon completion, students should be able to use the tools of critical analysis to read and understand New Testament literature.

**REL 221 Religion in America 3 0 3**

This course is an examination of religious beliefs and practice in the United States. Emphasis is placed on mainstream religious traditions and non-traditional religious movements from the Colonial period to the present. Upon completion, students should be able to recognize and appreciate the diversity of religious traditions in America.

**SAB 110 Substance Abuse Overview 3 0 3**  
 This course provides an overview of the core concepts in substance abuse and dependence. Topics include the history of drug use/abuse, effects on societal members, treatment of addiction, and preventive measures. Upon completion, students should be able to demonstrate knowledge of the etiology of drug abuse, addiction, prevention, and treatment.

**SOC 210 Introduction to Sociology 3 0 3**  
 Corequisite: ENG 111  
 This course introduces the scientific study of human society, culture, and social interactions. Topics include socialization, research methods, diversity and inequality, cooperation and conflict, social change, social institutions, and organizations. Upon completion, students should be able to demonstrate knowledge of sociological concepts as they apply to the interplay among individuals, groups, and societies.

**SOC 220 Social Problems 3 0 3**  
 This course provides an in-depth study of current social problems. Emphasis is placed on causes, consequences, and possible solutions to problems associated with families, schools, workplaces, communities, and the environment. Upon completion, students should be able to recognize, define, analyze, and propose solutions to these problems.

**SPA 110 Introduction to Spanish 2 0 2**  
 This course provides an introduction to understanding, speaking, reading, and writing Spanish. Emphasis is placed on pronunciation, parts of speech, communicative phrases, culture, and skills for language acquisition. Upon completion, students should be able to identify and apply basic grammar concepts, display cultural awareness, and communicate in simple phrases in Spanish.

**SPA 111 Elementary Spanish I 3 0 3**  
 This course introduces the fundamental elements of the Spanish language within a cultural context. Emphasis is placed on the development of basic listening, speaking, reading, and writing skills. Upon completion, students should be able to comprehend and respond with grammatical accuracy to spoken and written Spanish and demonstrate cultural awareness.

**SPA 112 Elementary Spanish II 3 0 3**  
 Prerequisite: SPA 111  
 This course is a continuation of SPA 111 focusing on the fundamental elements of the Spanish language within a cultural context. Emphasis is placed on the progressive development of listening, speaking, reading, and writing skills. Upon completion, students should be able to comprehend and respond with increasing proficiency to spoken and written Spanish and demonstrate further cultural awareness.

**SPA 120 Spanish for the Workplace 3 0 3**  
 This course offers applied Spanish for the workplace to facilitate basic communication with people whose native language is Spanish. Emphasis is placed on oral communication and career-specific vocabulary that targets health, business, and/or public service professions. Upon completion, students should be able to communicate at a functional level with native speakers and demonstrate cultural sensitivity.

**SUR 110 Introduction to Surgical Technology 3 0 3**  
 Corequisite: SUR 111  
 This course provides a comprehensive study of the operative environment, professional roles, moral/legal/ethical responsibilities, and medical communications used in surgical technology. Topics include historical development, medical terminology, physical environment and safety measures, interdepartmental/peer/patient relationships, and professional behaviors. Upon completion, students should be able to apply theoretical knowledge of the course topics to the operative environment.

**SUR 111 Perioperative Patient Care 5 6 7**  
 Corequisite: SUR 110  
 This course provides theoretical knowledge for the application of essential operative skills during the perioperative phase. Topics include surgical asepsis, sterilization/disinfection, and perioperative patient care. Upon completion, students should be able to demonstrate the principles and practices of aseptic technique, sterile attire, basic case preparation, and other relevant skills.

**SUR 122 Surgical Procedures I 5 3 6**  
 Prerequisites: SUR 110 and SUR 111  
 Corequisite: SUR 123  
 This course introduces a comprehensive study of surgical procedures in the following specialties: general, gastrointestinal, obstetrical/gynecology, urology, otorhinolaryngology, and plastics/reconstructive. Emphasis is placed on related surgical anatomy, pathology, and procedures thereby enhancing theoretical knowledge of patient care, instrumentation, supplies, and equipment. Upon completion, students should be able to correlate, integrate, and apply theoretical knowledge of the course topics.

**SUR 123 Surg Tech Clinical Practice I 0 21 7**  
 Prerequisites: SUR 110 and SUR 111  
 Corequisite: SUR 122  
 This course provides clinical experience with a variety of perioperative assignments to build upon skills learned in SUR 111. Emphasis is placed on the scrub and circulating roles of the surgical technologist including aseptic technique and basic case preparation for selected surgical procedures. Upon completion, students should be able to prepare, assist with, and dismantle basic surgical cases in both the scrub and circulating roles.



**SUR 134 Surgical Procedures II 5 0 5**

Prerequisite: SUR 123

This course introduces orthopedic, neurosurgical, peripheral vascular, thoracic, cardiovascular, and ophthalmology surgical specialties. Emphasis is placed on related surgical anatomy, pathology, and procedures thereby enhancing theoretical knowledge of patient care, instrumentation, supplies, and equipment. Upon completion, students should be able to correlate, integrate, and apply theoretical knowledge of the course topics.

**SUR 135 Surg Tech Clinical Practice II 0 12 4**

Prerequisite: SUR 123

Corequisites : SUR 134 and SUR 137

This course provides clinical experience with a variety of perioperative assignments to build skills required for complex perioperative patient care. Emphasis is placed on greater technical skills, critical thinking, speed, efficiency, and autonomy in the operative setting. Upon completion, students should be able to function in the role of an entry-level surgical technologist.

**SUR 137 Professional Success Preparation 1 0 1**

Prerequisite: SUR 123

Corequisites : SUR 134 and SUR 135

This course provides job-seeking skills and an overview of theoretical knowledge in preparation for certification. Topics include test-taking strategies, resume preparation, and interviewing techniques. Upon completion, students should be able to prepare a resume, demonstrate appropriate interview techniques, and identify strengths and weaknesses in preparation for certification.

**SWK 110 Introduction to Social Work 3 0 3**

This course examines the historical development, values, orientation, and professional standards of social work and focuses on the terminology and broader systems of social welfare. Emphasis is placed on the various fields of practice including those agencies whose primary function is financial assistance, corrections, mental health, and protective services. Upon completion, students should be able to demonstrate an understanding of the knowledge, values, and skills of the social work professional.

**SWK 113 Working with Diversity 3 0 3**

This course examines and promotes understanding, sensitivity, awareness, and knowledge of human diversity. Emphasis is placed on professional responsibilities, duties, and skills critical to multicultural human services practice. Upon completion, students should be able to integrate and expand knowledge, skills, and cultural awareness relevant to diverse populations.

**SWK 115 Community Resources 2 2 3**

Prerequisite: SWK 110

This course introduces community resources essential to social work practice. Emphasis is placed on awareness of and interaction with community service personnel. Upon completion, students should be able to identify resources and assess critical community needs.

**SWK 214 Social Work Law 3 0 3**

Prerequisite: SWK 110

This course introduces the major provisions of social services law, current trends, legislative developments, and court procedures. Emphasis is placed on the interpretation of the laws and court decisions related to various social services populations. Upon completion, students should be able to interpret these laws and their implications for social services practice.

**SWK 220 SWK Issues in Client Services 3 0 3**

This course introduces the professional standards, values, and issues in social services. Topics include confidentiality, assessment of personal values, professional responsibilities, competencies, and ethics. Upon completion, students should be able to understand and discuss multiple ethical issues applicable to social work and apply various decision-making models to current issues.

**WLD 110 Cutting Processes 1 3 2**

This course introduces oxy-fuel and plasma-arc cutting systems. Topics include safety, proper equipment setup, and operation of oxy-fuel and plasma-arc cutting equipment with emphasis on straight line, curve and bevel cutting. Upon completion, students should be able to oxy-fuel and plasma-arc cut metals of varying thickness.

**WLD 115 SMAW (Stick) Plate 2 9 5**

This course introduces the shielded metal arc (stick) welding process. Emphasis is placed on padding, fillet, and groove welds in various positions with SMAW electrodes. Upon completion, students should be able to perform SMAW fillet and groove welds on carbon plate with prescribed electrodes.

**WLD 121 GMAW (MIG) FCAW/Plate 2 6 4**

This course introduces metal arc welding and flux core arc welding processes. Topics include equipment setup and fillet and groove welds with emphasis on application of GMAW and FCAW electrodes on carbon steel plate. Upon completion, students should be able to perform fillet welds on carbon steel with prescribed electrodes in the flat, horizontal, and overhead positions.

<b>WLD 122</b>	<b>GMAW (MIG) Plate/Pipe</b>	<b>1 6 3</b>
Prerequisite: WLD 121		
This course is designed to enhance skills with the gas metal arc (MIG) welding process. Emphasis is placed on advancing skills with the GMAW process making groove welds on carbon steel plate and pipe in various positions. Upon completion, students should be able to perform groove welds with prescribed electrodes on various joint geometry.		
<b>WLD 131</b>	<b>GTAW (TIG) Plate</b>	<b>2 6 4</b>
This course introduces the gas tungsten arc (TIG) welding process. Topics include correct selection of tungsten, polarity, gas, and proper filler rod with emphasis placed on safety, equipment setup, and welding techniques. Upon completion, students should be able to perform GTAW fillet and groove welds with various electrodes and filler materials.		
<b>WLD 132</b>	<b>GTAW (TIG) Plate/Pipe</b>	<b>1 6 3</b>
Prerequisite: WLD 131		
This course is designed to enhance skills with the gas tungsten arc (TIG) welding process. Topics include setup, joint preparation, and electrode selection with emphasis on manipulative skills in all welding positions on plate and pipe. Upon completion, students should be able to perform GTAW welds with prescribed electrodes and filler materials on various joint geometry.		
<b>WLD 141</b>	<b>Symbols &amp; Specifications</b>	<b>2 2 3</b>
This course introduces the basic symbols and specifications used in welding. Emphasis is placed on interpretation of lines, notes, welding symbols, and specifications. Upon completion, students should be able to read and interpret symbols and specifications commonly used in welding.		
<b>WLD 262</b>	<b>Inspection &amp; Testing</b>	<b>2 2 3</b>
This course introduces destructive and non-destructive testing methods. Emphasis is placed on safety, types and methods of testing, and the use of testing equipment and materials. Upon completion, students should be able to understand and/or perform a variety of destructive and non-destructive testing processes.		
<b>WOL 110</b>	<b>Basic Construction Skills</b>	<b>2 3 3</b>
This course introduces the student to basic safety, tools, and skills commonly found in the construction related trades. Topics include safety, basic math, blueprints, hand and power tools, and rigging. Upon completion, students should have successfully completed the Core Curricula as identified by the National Center for Construction Education and Research.		



# continuing education

Continuing Education is committed to the basic philosophy that learning is a lifelong process. The years spent in formal education become a foundation, but by no means do they complete our learning experiences. With the world of knowledge constantly growing and yesterday's education so quickly becoming obsolete, continuing education is a must to all who hope to stay in the mainstream of today's society.

Any adult, 18 years of age or older and not enrolled in public school, may be admitted to an adult education class. In extenuating circumstances, and upon the approval of the appropriate public school personnel, a person 16 to 18 years of age may enroll in certain courses.

A course schedule is published and made available to the public prior to the beginning of each term. Courses which begin during a term are announced through local news media. Information about these courses may be obtained by calling Continuing Education in Wadesboro (704-694-6505) or in Monroe (704-289-8588).

## **Department of Continuing Education**

South Piedmont Community College, through its Department of Continuing Education, offers to any adult, regardless of his/her educational background, an opportunity to continue the lifelong learning process through a wide variety of programs designed to meet the needs and interests of the citizens of this area. Some courses are offered on a continuing basis. Others may begin as a result of requests from groups or individuals.

## **Center for Business & Industry**

South Piedmont Community College's Center for Business and Industry in Wadesboro and Monroe offers a wide variety of programs and services for the business and industrial communities. Programs operated through the Center for Business and Industry include:

### **The Small Business Center**

The Small Business Center offers support to those who want to start a small business or to those who need assistance with an existing business. The center's staff constantly monitors the needs of area small businesses and offers frequent classes and seminars to meet those needs.

In addition to education and training, the Small Business Center offers direct one-on-one assistance to small business owners or prospective owners. The center also maintains a resource library that includes periodicals, manuals, video and audio tapes, and computer equipment and software for the business community. The library is open daily Monday through Friday.

An on-going class, N.C. REAL (Rural Entrepreneurship through Action Learning) Enterprises, is offered through the Small Business Center. The class teaches the basic principles of entrepreneurship and is designed specifically for those considering going into business for themselves.

### **Corporate and Occupational Programs**

Through Corporate and Occupational Programs, South Piedmont Community College teaches courses designed to meet the needs of business, industry, government, and associations. Programs are developed to fit specific needs in a wide range of subjects at convenient sites.

### **Industrial Training**

A major emphasis of the college is to assist industry in meeting its training needs; new employees can learn fundamental skills on the job and existing employees can be retrained. Because of the diversity of training needs, courses range from basic fundamental skills to highly sophisticated technical skills, supervisory and management training, office management, and computer operations.

#### **New and Expanding Industry Training**

The creation of more and better paying jobs in North Carolina by promoting the expansion of existing industries and by attracting new industries to the state was a major consideration in the original establishment of industrial education centers.

The Department of Community Colleges, working with the local institution, will develop and fund legitimate training programs, tailor-made for each industry, to meet the immediate trained manpower needs when the plant, either new or expanding, is ready to go into production. As a part of the program, the college will assist plant management in developing a long-range training program of its own to meet those replacement and retraining needs that industry should be prepared to meet.

#### **Focused Industrial Training**

One of South Piedmont Community College's newest programs, Focused Industrial Training is designed to help an industry remain competitive by maintaining a trained workforce that is capable of adapting to technological changes. Focused Industrial Training programs provide for: needs assessment for the training of skilled and semi-skilled workers; consultation and planning assistance to industries related to training needs; customized training for individual industries or occupational groups; and classes with low enrollments that are convenient for those to be trained.

Focused Industrial Training programs are primarily directed toward manufacturing workers in critical occupations who need to upgrade their skills and technical knowledge. Training is focused on the reality of each job and can be conducted for as few as one or two individuals.

#### **Certification and In-Service Training**

South Piedmont Community College assists individuals and agencies with needed courses for:

- ☆ Teacher recertification
- ☆ Day care licensing
- ☆ Vehicle safety inspection licensing
- ☆ Commercial drivers licensing
- ☆ Insurance licensing
- ☆ Real estate licensing
- ☆ Banking (AIB credit)
- ☆ Notary Public
- ☆ Electrical codes

#### **Emergency Services**

Training is continuously offered to adults providing protective service for their community, such as emergency medical personnel, law enforcement personnel, and firefighters. These courses provide the opportunity to gain technical information and skills through a variety of learning and clinical experiences which can lead to state certification.

#### **Community Services/Personal Interest**

South Piedmont Community College is dedicated to public service. The college is always concerned with identifying community potential and needs, drawing together resources at the college and other agencies to create new educational opportunities. Programs are divided into four groups:

*Academic courses* serve educational needs in the humanities, mathematics, sciences and social sciences. Examples: Human Development, Genealogy, Consumer Math, Alcohol and Drug Abuse.

*Avocational courses* focus on an individual's personal or leisure needs. Examples: Calligraphy, Needlecraft, and Flower Arranging.



*Practical Skills* courses provide practical training for persons pursuing additional skills which are not considered their primary vocation but may supplement income or may reasonably lead to employment. Examples: Clothing Construction, Small Engine Repair, Quilting, Home Maintenance.

*Civic and Cultural Events* are activities designed to meet community needs through lecture and concert series, art shows, seminars, conferences, and exhibitions. Events are planned that contribute to the community's overall cultural, civic, and intellectual growth.

## Policies

### Attendance

Regular attendance and participation are essential to effective teaching and learning. Adult students are expected to be regular and punctual in attendance.

### Fees

Fees vary with the type of course offered. Fees are announced in the course schedule and are paid at or before the first class session. Books and supplies are not included in the registration fee. Many classes are offered free to N.C. residents 65 or older.

### Certificates

Certificates are awarded to those students in certain programs of study who have met the attendance requirements of the course and have demonstrated satisfactory progress in the best judgement of the instructor. Certificates are issued by South Piedmont Community College or by other agencies and the State of North Carolina, when appropriate.

### Continuing Education Unit (CEU)

The Continuing Education Unit (CEU) is an item of measurement that acknowledges an individual's participation in class activities. The Southern Association of Colleges and Schools encourages the awarding of CEUs for courses meeting its criteria and guidelines.

A CEU is defined as "10 contact hours of participation in an organized continuing education experience under responsible sponsorship, capable direction and qualified instruction." For example, a course that meets for 20 hours and complies with the CEU guidelines would offer two CEUs.

### Why is the CEU Offered?

In order to provide a uniform measure of achievement by the individual who may engage in a diversity of non-credit courses at several different institutions during a lifetime, the CEU was instituted. This measurement provides a comparable basis to examine all organized continuing education classes regardless of where or when taken.

The CEU may be awarded by any accredited college or university. Other agencies, associations and organizations may also award the CEU if the minimum criteria are met and are consistent with the nationally accepted definition of the CEU.

CEU's are recognized by the Southern Association of Colleges and Schools when awarded in compliance with its established guidelines.

### Process for Awarding CEU's

The Southern Association of Colleges and Schools states, "For non-credit continuing education programs, the institution should follow national guidelines for the recording of Continuing Education Units." It is the intent of South Piedmont Community College to comply with the criteria and guidelines as published in the Commission on Colleges' CEU Guidelines and Criteria for those courses designed to award CEUs.

### System for Awarding the CEU

Course Criteria: In response to class requests received for occupational-oriented programs, a course plan will be devised containing a minimum of the following information:

- Dates, times and hours met
- Course description
- Course objectives
- Topical outline

- Methods of evaluation (tests, attendance, etc.)
- Instructional supplies and equipment needs
- Student supply needs
- CEU value

The Instructor Criteria: Competence in the subject matter as illustrated by:

- Academic training, supported by official transcripts, *and/or*
- Experiential base;
- Demonstration to the satisfaction of the program director of the competence of the instructor to teach the subject matter; *and*
- Demonstration to the satisfaction of the program director of the ability to communicate clearly.

Computing the CEU Value of a Course: All CEU awarding courses will have their value determined by taking the total number of course hours and dividing by 10. For example, a 44 contact hour course, granting 10-minute breaks each 60 minutes, would be computed as follows:

$$44/10 = 4.4 \text{ CEUs}$$

### Records for CEUs

At the completion of the CEU awarding activity, the instructor or program director will indicate on the final roll sheet the CEU status for each participant. Those students who have met the pre-stated criteria of the class will be indicated on the roll sheet as "S" for satisfactory completion. This information will be recorded on the institution's computerized records for permanent retrieval upon written request by the student.

### Records Transcript

South Piedmont Community College maintains CEU records in computerized form. Prior to computer recording of records, paper copies were kept for all courses completed by all students taking Continuing Education classes.

A student may receive a copy of his/her transcript by written request or by personally visiting the Continuing Education office. There is

no charge for this service. Official South Piedmont Community College transcripts will be awarded, and contain the following information:

1. Name and address of the college
2. Name and Social Security number of the individual requesting the transcript
3. Titles of all courses taken
4. Starting and completing dates of each course taken
5. Number of CEUs awarded, if applicable
6. Successful or unsuccessful assessment, if applicable

### Basic Skills Department

The purpose of South Piedmont Community College's Basic Skills Program is to help students meet their essential educational needs. This increases the opportunity for a more productive life and is the first step in ensuring a continuing lifelong education which is considered a necessity in today's complex world.

#### Adult Basic Education

The Skills Enhancement Program helps students build basic skills in reading, oral, and written communications and the fundamentals of math, science, and social studies. Individualized instruction and quality instructors allow the students to progress at a rate that is in keeping with their abilities and needs.

#### General Educational Development Equivalency Certificate (GED)

This program provides a method of high school completion. Through classroom experiences and individualized study, students are prepared to take the General Educational Development test (GED). Those receiving a passing score on all five sections of the test will receive an equivalency certificate. This certificate is generally accepted on a basis equal to a high school diploma as a qualifying factor for purposes of college admission and employment. The certificate is awarded by the North Carolina State Board of Community Colleges.



## **Compensatory Education for Special Populations**

These classes are open only to adults with mental retardation. Instruction is provided in consumer education, community living skills, health, language, math, social science, and vocational education.

### **Adult High School**

This program allows students to complete credit hours toward a high school diploma. Once students have completed the required number of credit hours, they receive a high school diploma issued by South Piedmont Community College in cooperation with Anson County Public Schools.

### **English as a Second Language**

ESL instruction is available through the Basic Skills program to those for whom English is not the native language.

## **Policies**

### **Entrance Requirements**

All adults (18 years of age or older) are eligible to enroll to enhance their skills. The program is focused, however, on those who have not completed high school or who function at less than a ninth-grade level. Students move at their own pace through the program. For enrollment information, call Continuing Education in Wadesboro (704-694-6505) or in Monroe (704-289-8588).

### **Class Locations**

Classes are provided at college sites and throughout the community. Morning, afternoon, and evening classes are offered so that adults who work may attend at their convenience. Computer-assisted classes are available.

### **Fees**

Instruction is provided free of charge to all eligible participants. Books and study materials are furnished at no cost to the student.

### **Department of Human Resources (HRD)**

The Human Resources Development Program is designed especially to assist the unemployed person in getting and keeping a job. This program is often called Job Seekers.

Class time is devoted to learning the basic skills to obtain and hold a job. Students study employer/employee relations, communication skills, and pre-employment and job search skills, as well as application and interview techniques.

Counseling is provided throughout the program. Student referrals are made to other special programs or support services when necessary. A special effort is made to assist the student in obtaining employment at the end of the program. Follow-up for one year is provided to each participant.

### **Admission**

There are no special requirements for admission except unemployment or underemployment. A high school diploma is not required.

### **Class Location**

Classes are offered at the Wadesboro and Monroe sites and are held during the day.

### **Fees**

There is no registration fee for this program of study. Books and study materials are furnished at no cost to the student.

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